

## **Things To Do When A Death Occurs (not all steps may apply)**

1. Make appointment with Bueler Funeral Home by calling 928-567-5206 in Camp Verde or 928-634-4001 in Cottonwood.  
The funeral home will help coordinate any and all arrangements. Some information needed to complete the State vital statistic requirements.
  - Birth Date
  - Birthplace
  - Father's Name
  - Mother's Name (maiden)
  - Social Security Number
  - Address of Residence
  - Level of Education
  - Marital Status
  - Occupation/Industry
2. Contact your clergy. Decide on time and place of funeral or memorial service. This can be done at the funeral home.
3. The funeral home will assist you in determining the number of copies of the death certificate you will need and can order them for you. Currently the state/county governments charge \$20.00 for each certified copy in Maricopa and Yavapai Counties and \$16.00 for each certified copy in Coconino County.
4. Make a list of immediate family, close friends and employer or business colleagues. Notify each by phone.
5. Decide on appropriate memorial to which gifts may be made (church, hospice, library, charity or school).
6. Gather obituary information, including age, place of birth, cause of death, occupation, college degrees, memberships held, military service, outstanding work, list of survivors in immediate family. Give time and place of services. Typically the family writes the obituary and the funeral home will help submit obituaries to newspapers (some charges may apply depending on the publication.)
7. Arrange for members of family or close friends to take turns answering door or phone, keeping careful record of calls.
8. If Social Security checks are made by automatic deposit, notify the bank of the death.
9. Coordinate the supplying of food for the next several days.
10. Consider special needs of the household, such as cleaning, etc., which might be done by friends.
11. Arrange for child care, if necessary.
12. Arrange hospitality for visiting relatives and friends.
13. Select pallbearers and notify the funeral home. (Avoid anyone with heart or back difficulties, or make them honorary pallbearers).
14. Plan for disposition of flowers after funeral (home, church, hospital or rest home).
15. Prepare list of distant persons to be notified by letter and/or printed notice, and decide which to send.
16. Prepare list of persons to receive acknowledgments of flowers, calls, etc. Send appropriate acknowledgments (can be written note, printed acknowledgments, or some of each). Include "Thank Yous" to those who have given their time as well.
17. Notify insurance companies. Request that claim forms be sent as soon as possible.
18. Locate the will and notify the lawyer and executor.
19. Check carefully all life and casualty insurance and death benefits, including Social Security, credit union, trade union, fraternal, and military groups. Check also on income for survivors from these sources.
20. Check promptly on all debts and installment payments, including credit cards. Some may carry insurance clauses that will cancel the debt. If there is to be a delay in meeting payments, consult with creditors and ask for more time before the payments are due, often consideration is given because of the death.
21. If deceased was living alone, notify utilities and landlord and tell the Postal Service where to forward mail.
22. The Funeral Director will notify Social Security. Check with Social Security to see that number has been retired and to speak with a representative regarding survivor benefits at 1-800-772-1213.