

The Body of Information to Help My Family and Friends On the Occasion of My Death

This information should be compiled by each individual and left in convenient places that are known and available to all members of the immediate family. It is advisable to leave a copy with your church, your executor and/or your lawyer as well.

1. My full name _____
2. Date and place of my birth _____
3. My father's full name _____
4. My mother's full name _____
5. My survivors (identify spouse and children by name; number of grandchildren; name parents, sisters, brothers, others. This information may change but someone will know and make necessary corrections.):

6. Memberships (optional: include historical societies, service organizations, clubs, church and community activities, etc.)

7. Newspapers in which death notices, obituary news items are to appear (local papers; also out-of-town wherever there are family and friends to inform. **NOTE:** classified death notices are paid for by you, usually through the funeral director who places the notices with the newspapers. Longer obituary news items based on above information are prepared at the editor's discretion.)

8. My Social Security number: _____

9. My military serial or service number: _____

9a. The location of my DD Form 214 or equivalent (Note: it is helpful to have certified copies of this form made at the County courthouse because regular copies are usually not accepted and you only have one original which needs to be retained by the family.) _____

10. Name, address and telephone number of my lawyer: _____

11. Name, address and telephone number of my employer: _____

12. Name of personnel director where I work: _____

13. Banks in which I have accounts and/or safe deposit boxes; location of safe deposit box key(s) as well as any other necessary keys:

14. Location of original copies of my will and trusts (also location of immediate reference copy in home/office):

15. Location of my family insurance policies (include description of each and names of companies):

16. Location of my securities, etc., and/or name, address and telephone number of my broker or similar person:

17. Locations of deed, mortgage agreement, lease, car title document, and similar documents of import:

18. Location of papers concerning my arrangements with Eye Bank, medical schools, etc.:

19. Estimated number of copies of death certificates needed to process my estate (copies will be required for Social Security, state, each insurance policy, each transfer of securities, house, other properties, etc.):

20. Location of notes concerning my preferences regarding my funeral: the church service, the interment, and other possible events related to my death:

Lest the above, particularly item 20, seem to pose impossible burdens on those who survive me, I affirm that these are guidelines only, to be followed as closely as possible, within reason.

My signature

FOR NOTES: