Death Notification Checklist

When a family member or friend has died, it is important to notify various government agencies, banks, creditors and credit reporting agencies of the death. To reduce the risk of identity theft, these notifications should be made promptly after the death.

To expedite notification, you should initially make the contact by telephone followed by written verification. For many of the government agencies and financial entities, you will need the decedent's social security number, a copy of the death certificate, and, if you are a personal representative (executor) of the estate, your appointment form from the probate court. Make sure to retain copies of all notices that you send.

Below is a checklist of possible agencies and businesses that should be notified of the death. Because each individual case is unique, the list may not be complete. Also, the funeral home may have notified some of the government agencies on your behalf. Please consult with the funeral director when you receive this list so you can check off those agencies which have been notified by the funeral director.

I. GOVERNMENT AGENCIES

- Social Security Administration, 800-772-1213 (everyone)
- Veteran's Administration (if decedent was formerly in the military)
- Defense Finance and Accounting Service, 216-522-6680 (military service retiree receiving benefits)
- Office of Personnel Management, 888-767-6738 (if decedent is a retired or former federal civil service employee)
- U.S. Citizenship and Immigration Service, 800-375-5283 (if decedent was not a U.S. citizen)
- State Department of Motor Vehicles (if decedent had a driver's license or state ID)

II. FINANCIAL COMPANIES

- Credit card and merchant card companies
- Banks, savings and loan associations, and credit unions. Mortgage companies and lenders
- Financial planners and stockbrokers
- Pension providers

III. INSURANCE AND ANNUITY COMPANIES

- Life insurers and annuity companies. Health, medical and dental insurers. Disability insurer
- Automotive insurer
- Mutual benefit companies

IV. CREDIT REPORTING AGENCIES

There are three national credit reporting agencies which you should notify of the death and instruct them to list all accounts as: "Closed. Account Holder is Deceased." You may also request a credit report to obtain a list of all creditors and to review recent credit activities. A credit reporting agency notification form is found on page 3 for your convenience.

- Experian, 888-397-3742, P.O. Box 9530, Allen, TX 75013
- Equifax, 800-525-6285, Office of Fraud Assistance, P.O. Box 105069, Atlanta, GA 30348
- TransUnion, 800-680-7289, P.O. Box 6790, Fullerton, CA 92634

V. MEMBERSHIPS

- Professional associations and unions
- Health clubs and athletic clubs
- Automobile clubs
- Online streaming services - Netflix, etc.
- Public library
- Alumni clubs
- Rotary, Kiwanis, Lions, Veterans' organizations and clubs

VI. DO NOT CONTACT LISTS

For a fee of $1.00, you can list the decedent's name on the Deceased Do Not Contact List which is maintained by the Direct Marketing Association. All members of the Direct Marketing Association will delete the decedent's name from their mailing lists once the name is posted. A website for registering the name is set forth below:

- Direct Marketing Association (register at www.ims-dm.com/cgi/ddnc)

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