

## 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

- A. ☐ Social Security Administration, 800-772-1213 (everyone).
- B. ☐ Veteran's Administration (if decedent was formerly in the military).
- C. ☐ Defense Finance and Accounting Service, 800-269-5170 (military service retiree receiving benefits).
- D. ☐ Office of Personnel Management, 888-767-6738 (if decedent is a retired or former federal civil service employee).
- E. ☐ U.S. Citizenship and Immigration Service, 800-375-5283 (if decedent was not a U.S. citizen)
- F. ☐ State Department of Motor Vehicles (if decedent had a driver's license or state ID).

### II. FINANCIAL COMPANIES

- A. ☐ Credit card and merchant card companies.
- B. ☐ Banks, savings and loan associations, and credit unions.
- C. ☐ Mortgage companies and lenders.
- D. ☐ Financial planners and stockbrokers.
- E. ☐ Pension providers.

### III. INSURANCE AND ANNUITY COMPANIES

- A. ☐ Life insurers and annuity companies.
- B. ☐ Health, medical and dental insurers.
- C. ☐ Disability insurer.
- D. ☐ Automotive insurer.
- E. ☐ 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 sample notification letter is available for your convenience.

- A. ☐ Experian, 888-397-3742, P.O. Box 9701, Allen, Texas 75013.
- B. ☐ Equifax, 800-525-6285, P.O. Box 105069, Atlanta, Georgia 30348.
- C. ☐ TransUnion, 800-680-7289, P.O. Box 6790, Fullerton, California 92834.

### V. MEMBERSHIPS

- A. ☐ Professional associations and unions.
- B. ☐ Health clubs and athletic clubs.
- C. ☐ Automobile clubs.
- D. ☐ Video rental stores.
- E. ☐ Public library.
- F. ☐ Alumni clubs.
- G. ☐ 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:

- A. ☐ Direct Marketing Association (register at [www.ims-dm.com/cgi/ddnc](http://www.ims-dm.com/cgi/ddnc)).

## CREDIT REPORTING AGENCY NOTIFICATION

1. Credit Agencies : Check below each Credit Reporting Agency you wish to send this Notification. It is recommended that you send the Notification to each Credit Reporting Agency with copies of the death certificate and, if you are the personal representative of the estate, your appointment papers from the Probate Court. Prior to sending, make copies for your records.

☐ Experian

P.O. Box 9701

Allen, Texas 75013

☐ Equifax

P.O. Box 105069

Atlanta, Georgia 30348

☐ TransUnion

P.O. Box 6790

Fullerton, CA 92834

2. Identification Information: Fill in the information below for yourself as Requesting Party and for the Decedent.

Requesting Party

Decedent

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Death: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Phone Nos.: \_\_\_\_\_ (w)

Location of Birth: \_\_\_\_\_

\_\_\_\_\_ (h)

Social Security No.: \_\_\_\_\_

3. Prior Addresses of Decedent . List the addresses of all residences of the Decedent over the past five years starting with the most recent:

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

4. Relationship of Requesting Party to Decedent : Please identify your relationship to the Decedent.

☐ Spouse

☐ Personal Representative of Estate

☐ Other: \_\_\_\_\_

5. Directions to Credit Agency : Please initial each request you wish to make to the Credit Agency receiving this Notification.

\_\_\_\_\_ Post on the Decedent's credit report: "Deceased. Do Not Issue Credit."

\_\_\_\_\_ Please forward to me at the address listed above the current copy of the Decedent's credit report.

Date: \_\_\_\_\_

Signature

\_\_\_\_\_ of Requesting Party