

## Checklist: Organizations to Contact After a Death

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. Consult with your Funeral Director to see if any of the government agencies have already been notified on your behalf.

- Social Security Administration: 800-772-1213 (everyone)
- Department of Veterans Affairs: 800-827-1000 (if decedent was formerly in the military)
- Defense Finance and Accounting Service: 866-912-6488 (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)
- State and/or County Board of Elections (if decedent was a registered voter)
- United States Post Office
  - o To forward the decedent's mail to another address, the executor or administrator of the decedent's estate must obtain a change of address form (USPS Form 3575) either online or at the local Post Office location. This can be done online or in person. You will need to certify on the form that you are the person who has been appointed by the probate court to act as executor or administrator of the estate.
- Register the decedent's name on the Deceased Do Not Contact list through the Direct Marketing Association at [ims-dm.com/cgi/ddnc](https://ims-dm.com/cgi/ddnc) (\$1 fee)
  - o All members of the Direct Marketing Association will delete the decedent's name from their mailing lists once the name is posted.

Below are a few examples of additional organizations that may need to be notified following a death:

- |   |   |
|---|---|
| <input type="checkbox"/> Credit card and merchant card companies                | <input type="checkbox"/> Mutual benefit companies             |
| <input type="checkbox"/> Banks, savings and loan associations and credit unions | <input type="checkbox"/> Professional associations and unions |
| <input type="checkbox"/> Mortgage companies and lenders                         | <input type="checkbox"/> Health clubs and athletic clubs      |
| <input type="checkbox"/> Financial planners and stockbrokers                    | <input type="checkbox"/> Automobile clubs                     |
| <input type="checkbox"/> Pension providers                                      | <input type="checkbox"/> Public library                       |
| <input type="checkbox"/> Life insurers and annuity companies                    | <input type="checkbox"/> Alumni clubs                         |
| <input type="checkbox"/> Health, medical and dental insurers                    | <input type="checkbox"/> Rotary club                          |
| <input type="checkbox"/> Disability insurer                                     | <input type="checkbox"/> Kiwanis                              |
| <input type="checkbox"/> Automotive insurer                                     | <input type="checkbox"/> Lions                                |
|   | <input type="checkbox"/> Veterans organizations and clubs     |