

# 15 STEPS FORWARD

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*A* s part of our concern and care for our families, the staff at Warren-McElwain Mortuary has prepared this informative brochure. We hope it will offer you sound, general advice and guidance during your adjustment period.

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## 1 THE DEATH CERTIFICATE

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*We will have the death certificate signed by the physician and filed with the Division of Vital Statistics. Please contact us if you do not receive your certified copies within two weeks of the funeral.*

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## 2 SOCIAL SECURITY

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*We have filed a notification of death with the Social Security Administration. We suggest that you contact them at 1440 Wakarusa Drive or phone them at 1-866-698-2561 if you have any questions about benefits that may be due. Generally, there is no death benefit if there is no surviving spouse.*

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## 3 VETERANS ADMINISTRATION BENEFITS

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*We will make an application for you for V.A. benefits which may include partial reimbursement for burial expenses. You will need to send us a certified copy of the death certificate when it arrives. We will advise you when these forms have been completed and filed. Allow 60 days from the date of filing for benefits to arrive. Burial benefits are due if the Veteran is currently receiving benefits or if they die in a V.A. facility.*

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## 4 UNION OR FRATERNAL BENEFITS

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*Many union and fraternal organizations pay a death benefit. Inquire directly to the organization if this applies to you.*

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## 5 FEDERAL OR KANSAS EMPLOYEES RETIREMENT PLANS

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*If the deceased was a state employee entitled to K. P. E. R. S. benefits, notify them at 1-888-275-5737, or contact the government agency where the deceased worked.*

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## 6 LIFE INSURANCE

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*Contact the agents of all insuring companies to supply you with all the necessary forms. Be prepared to give them the policy numbers. We will be glad to help you fill out the forms. In most cases, it is advisable to contact the agent and not an attorney unless there are legal complications.*

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## 7 BANK ACCOUNTS

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*Contact your bank to see if any changes need to be made regarding names on your accounts. Keep an inventory list of financial matters and a duplicate in your safe deposit box.*

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## 8 VEHICLES

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*If it is necessary to change the title on any vehicle, you will need a Decedent Affidavit form and/or other forms which may be obtained through the Douglas County Treasurer's office, 785-832-5273, dial #0 to speak with a representative. They will instruct you in getting these signed.*

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## 9 CREDIT LIFE

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*If you have a home mortgage or installment loans, you may have Credit Life or Mortgage Insurance. We recommend that you check with your lending institution for information and claim forms.*

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## 10 REAL ESTATE

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*Property held jointly by husband and wife may be transferred to the surviving spouse. You will need to have a new deed drawn up if you should want to sell the property. You may wish to consult with a real estate broker or an attorney in any real estate matter.*

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## 11 WILLS AND TRUSTS

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*You may need to update your will or have one drawn up. You may also want to look into putting some money or securities into a Trust Fund. Contact your banker or an attorney for information.*

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## 12 PROBATING WILLS

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*For general questions concerning whether or not estates need to be probated, we recommend you contact the Specialized Division of the District Court, 832-5111. For specific questions concerning your situation, contact your attorney.*

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## 13 STOCKS, BONDS AND INVESTMENTS

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*Contact your stockbroker or accountant. Any stocks or bonds held solely in the decedent's name must generally be probated; those owned jointly can be transferred to the surviving owner. For specific advice regarding tax issues, contact an attorney or an accountant.*

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## 14 HEALTH INSURANCE

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*Call your health insurance company to cancel the policy of the decedent. They will need the name, date of death and identification number. Generally, all claims filed up to the date of death will be paid if a proper claim is made.*

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## 15 MEMORIAL CONTRIBUTIONS

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*If you have established a memorial in the name of the decedent and you have questions concerning where the contributions should be sent, please feel free to contact us.*

*Let Us Know How We At The*

WARREN-M<sup>C</sup>ELWAIN  
MORTUARY

*Can Continue To Be Of Service*

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