Zion Baptist Church
4850 Blagden Ave NW
Washington, DC 20011
202-722-4940

Check List for the Bereaved

1. Contact the Church
    A. Contact the Pastor
        Date, time, place for wake and services

2. Contact a funeral Home
    A. Locate/Information Needed
        a. Social Security Number
        b. Date of Birth
        c. Place of Birth
        d. Date of Marriage
        e. Military Papers/ DD214/honorable discharge
        f. Insurance policies
        g. Recent Picture of Deceased
        h. Education
        i. Occupation
        j. Father's name
        k. Mother's Maiden name
    B. Select
        a. Cemetery Property-place of interment

Cemetery fees must be paid 48-72 hours prior to interment.

b. Casket/Vault

c. Clothing/**<u>including underwear</u>** - women should have long sleeves and high neck dress (skin begins to sag upon death)

Button Earrings.

d. Flowers/ casket spray/family floral design

C. Notify

a. The Relatives.

b. Friends

c. employers/former employers/coworkers

d. unions, civic, professional and fraternal organizations

D. Arrange for

a. pall bearers (6 or more)

E. Prepare newspaper death notice. The funeral home will normally write the notice for the paper and submit it to the newspaper. Costs must be paid at time of submission.

F. Programs: Gather information for obituary and order of service

G. Reserve No Parking signs if needed (arranged by funeral home)

3. Legal Matters

a. Notify loved one's lawyer of death
b. Locate will and any trusts
c. Contact probate clerk's office
d. Obtain 5-10 official death certificates (supplied by funeral director)

District of Columbia Death Certificates (202) 442-9009
Cost $18.00 each copy

Maryland Death Certificates (301) 324-2940 cost first certificate $20.00 each copy

Virginia Death Certificates (804) 662-6200 $12.00 each

4. Financial Matters
    a. contact Life Insurance companies
    b. Credit card companies
    c. Change or close bank account and safe deposit boxes after all bills are paid.
    d. Contact Social Security (800) 772-1213
    e. Veterans Administration (800) 827-1000
    f. Contact Civil Service (Office of Personnel Management) (202) 606-1800
    g. Contact decease employers for any owed salary, pensions benefits, 401k plans, insurance or other benefits
    h. Contact IRS or tax accountant for necessary tax returns.

5. Insurance Matters
    a. Contact insurance companies. This includes life, Accident sickness, disability, health, mortgage, auto and credit card insurance.
    b. If needed cancel policies, change names, or change beneficiaries.

6. Important Papers to locate
    a. Recent copies of Income Tax
    b. Real Estate Deeds
    c. Notes Receivables
    d. Notes Payable
    e. Bankbooks

f. Business Agreements
g. Automobile Registration

General Outline for Obituary

1. Name of the deceased, date, place and manner of departure.
2. Brief history of the deceased's life:
    i. Place of birth, birthrate, parents, siblings
    ii. Education
    iii. Date of marriage, name of spouse, number of children to the union.
3. Mention of significant personality traits, work achievements, etc. (Church, fraternal, civic, and other organization membership)
4. Those left to mourn
5. Pallbearers
6. Appropriate poem
7. Place of Interment-address
8. Name and address of funeral Home

Revised February 2022