

The Financial *Diva's* Survivor Checklist

PRIMARY & TRUSTED FINANCIAL ADVISOR: VICTORIA L. WOODS, 405.348.0909

Immediately:

- * Taking care of yourself, the funeral arrangements for your loved one and your family is the most important and immediate concern.
- * Ordering 10-20 Death certificates in order to claim the benefits due you from company pension plans, Social Security, life insurance proceeds, annuities, etc.
- * You will also need the proof of your spouse's death to change title on cars and your home and for Credit Card companies. It is not uncommon for the parties to request an Obituary from the news paper as well as the Official death certificate, obtain several to have on hand if needed.

Within the next 2 weeks:

Getting Organized

* Solicit the help of a close friend or family member to assist you in the tasks ahead. This can sometimes be a very lengthy process with continuous follow up. Do not get discouraged, it will all get complete with diligence and patience. This is the time you will appreciate the team you have assembled.

- * Have available:
 - Official/Certified Death Certificates
 - Newspaper originals of obituary
 - Marriage Certificate
 - Deceased's Birth Certificate
 - Date of Death _____

List your team of consultants/Advisors. Include their names and phone numbers.

Executor/successor trustee: _____

Primary Investment Advisor: **Victoria Woods, 405 348-0909** _____

Accountant: _____

Trust Attorney: _____

Banker: _____

Stockbroker: _____

Insurance (Health): _____

Insurance (Property and Casualty): _____

Other: _____

Contact your Investment Advisor, Tax Advisor, Insurance Agents, Trust Attorney, employer, former employers, and the Social Security office to start the process of claiming benefits due you. If you can, designate one Trusted Advisor, to coordinate the many tasks and to limit conflicting or duplicating requests. This will streamline the process.

Financial; if held jointly with right of survivorship

- * Re-title assets, including all Real Estate and other property
- * Change Bank accounts, Mutual Funds and Brokerage accounts into your name

Legal

- * Settle the estate
- * Establish a power of attorney for yourself
- * Establish a new health care agent within your health care directive
- * Review trust documents

Life Insurance

- * Submit claims on your spouse's policies:
 - Banks
 - Credit Card companies
 - Employers
 - Previous Employers
 - Individual
 - VA
 - Accidental death benefit policy
 - Determine if your spouse's LTC and disability policies have accidental death benefits
- * Make beneficiary changes

Health Insurance

Review Health coverage:

- * Employer sponsored health coverage
- * Medicare
- * TRICARE (military)

Homeowners Insurance

Review your homeowners insurance, some policies have a pay-off option at spouse's death

Social Security

- * Apply for Social Security Benefits

There are many options under spousal benefits contact the Social Security Administration for a face to face appointment or for eligibility information visit: www.ssa.gov

- * Confirm the new benefit amount if you are currently collecting Social Security income
- * Apply for the \$250 death benefit under your spouse's Social Security benefit

Veteran's benefits

- * Contact the VA about pension benefits www.vba.va.gov

Investment Advisor – Victoria Woods, 405.348.0909

- * Employer: if not yet retired, determine your need for ongoing contributions to retirement plans
- * Self Directed: meet with your Advisor to discuss any new solutions to your goals
- * Review the beneficiary designations of your retirement accounts

Tax Advisor

- * Meet with your tax professional to determine your new tax status and strategies
- * File estate taxes within nine months of your spouse's death

Online Security

- * Secure all online and Social Media accounts, usernames and passwords.
(Facebook, twitter, LinkedIn, Bank Account passwords & Automatic Drafts)

Next 90 Days

Investments

- * Review Investments to be sure they continue to meet your goals, risk tolerance and changes in your income
- * Review your beneficiaries to be sure they meet your current needs
- * Review your Trust to be sure

Within 6 months

Review:

- * Homeowners insurance
- * LTC policies, beneficiaries

Other Considerations:
