Funeral Planning Guide

A plan for you and your loved ones

When a death occurs most families are unprepared. This Funeral Planning Guide will help you navigate the many steps you have during this difficult Journey.

Phone: 850.539.4300 or www.faithfuneralhome.com
Whether this Funeral Planning Guide is for yourself or a loved one there are many questions, that must be answered.

When death occurs, What should I do?

A. First step is call Faith Funeral Home. We are as close as your phone and will respond quickly. Our professionally trained staff will handle the situation and answer all of you questions. Set a time for you and your family to make arrangements at the funeral home or have the funeral director come to your home.

B. Call a family member or close friend or neighbor, they can help comfort you and call other friends and family for you.

C. Before the arrangements can be made with the funeral home there are some information you will need to bring.

* Did your loved one have funeral arrangements made in advance?
* Will your love one be buried or cremated?
* What type of service would you like?
* Does your love one have life Insurance?
* Was the deceased in the military? Do you have their DD-214 papers?
* Do you have cemetery property?
* Do you want to write the obituary? What facts are most important to you?

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D. Gather personal information of your loved one. You will need this information to answer the questions asked by our Funeral Director.

Full name at birth: ____________________________________________________________
Place of birth: ______________________________________________________________
Date of Birth: _______________________________________________________________
Social Security Number: ______________________________________________________
Current address: _____________________________________________________________
Phone number: ______________________________________________________________
How long have you lived in this location? ________________________________
Former town or state: _______________________________________________________
Citizen of what country: _____________________________________________________
Working or retired: _______ Years: ___________________________________________
Occupation: _______________________________________________________________
Martial Status, place and date: _______________________________________________
Highest education and name of school: _________________________________________

Religious affiliation: ________________________________________________________
Spouse name: ______________________________________________________________
Spouses Maiden name: _______________________________________________________ 
Fathers full name: __________________________________________________________
Fathers place of birth: _______________________________________________________
Mothers full name and maiden name: ___________________________________________
Mothers place of birth: _____________________________________________________

Children (list oldest to youngest) spouse, town and state.
(Example) John Smith (Jennifer) Big Town, Florida
(Example) Jane Smith (Bob) Little Town, Tennessee

______________________________
______________________________
______________________________
______________________________

Grand-Children (list oldest to youngest)

______________________________
______________________________

Great-Grand Children

______________________________

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Brothers and Sisters (list oldest to youngest) and town, state:

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

Military Service, branch, rank: _____________________________________
Enlistment date: __________
Groups, Clubs or other Organizations

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

Special recognitions: _____________________________________________

_______________________________________________________________

_______________________________________________________________

List Pallbearers (4 - 6 needed) and phone numbers.

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________
E. Notify Social Security
In the state of Florida they will be notified by Faith Funeral Home, other state’s may require you to notify them. Use these blanks for that information

F. Notify Your Insurance Company
Faith Funeral Home can do this step for you. The benefit to this is, faster payment, when a claim is submitted by a funeral home rather than an individual or a claims agent.

G. Death Certificates.
How many copies you need really is determined by the number of assets your loved one may have in their name. We recommend one death certificate for each: Property, Equipment, Automobiles, Investments, Bank Accounts, Insurance Policies, Mortgages, Safety deposit boxes. You can always get additional copies as needed. List the items below that will require a death certificate.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

H. Does your loved one have benefits through their employer?
You will need to contact them and may need to submit a short form death certificate to claim any benefits or close any accounts.

________________________________________________________________________
I. Notify Your Attorney
Office: ________________________________
Phone: ________________________________
Date of Appointment: _________________

Their advice as it pertains to Trust Accounts, Wills, passports, Leases and other legal matters.

J. Notify Your Accountant
Office: ________________________________
Phone: ________________________________
Date of Appointment: _________________

Their expertises pertaining to Income tax reports, Ira’s 401(k) credit cards and account information will greatly put your mind at ease.

K. Notify Your Broker
Office: ________________________________
Phone: ________________________________
Date of Appointment: _________________

Find out the status on any stocks, bonds or other holdings you and your loved one may have.

L. Other Considerations
Items listed below are a few of the things that will need your attention in the days and weeks to come.

Credit cards
Bank accounts
Utilities
Forwarding mail
Pet care
Sale of home
Lawn care
Newspaper and other subscriptions
House sitting
Liquidation of assets and home furnishings.
Funeral Services:
It’s About your wishes.
You have the freedom to choose any type of service, from Traditional Burial Funerals to Simple Memorial Cremation Services are available here at Faith Funeral Home & Crematory.

Final Disposition:  __ Burial  __ Cremation  __ Mausoleum  
Other __________________________

Location of Visitation: __________________________
Location of Service: __________________________
Family Photos: __________________________
Would you like a Memorial DVD? 50-75 photos required

Clothing:____________________________________
Glasses/Jewelry:________________________________
Clergy:____________________________________
Music:____________________________________
Flowers:____________________________________

Donations:____________________________________

Casket  __ Metal  __ Wood  Other______________
Vault  __ Concrete  __ Steel  Other______________
Urn  __ Marble  __ Wood  __ Metal  Other__________

Cemetery
Name:____________________________________
Plots (lot and Block):____________________________________

Monument  ____Single  ____Double
Special Images or verses:

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