



**BONNEY  
WATSON**

*Celebrating  
Lives*

## **Learn More: *When Death Occurs***

When a death occurs in your family, you will be faced with important decisions during a very difficult time. You may not know what to do or when to begin making arrangements. The responsibility can be overwhelming.

Remember that you are not alone. Our professional staff at Bonney-Watson is **AVAILABLE 24 HOURS A DAY, 365 DAYS A YEAR** to help you with the details and offer guidance. This list will help guide you through the steps you will need to take when a death has occurred. Your Bonney-Watson funeral director will help coordinate these and other details when you meet.

☐ **1. Call Bonney -Watson** When a death has occurred, notify Bonney-Watson by calling **(206) 242-1787** or any of our locations. Be prepared to provide the following information when you call:

- Full legal name of the deceased
- Location of the deceased (hospital, nursing facility, hospice, residence or other)
- Your name, address and telephone number
- Name, address and phone number of the next-of-kin
- Is there a pre-arranged funeral plan? If yes, do you have the plan name or number?

We will make arrangements to transfer the human remains at a time that is convenient for you.

☐ **2. Come To A Bonney-Watson Funeral Home** We will then set an appointment for you to come to one of Bonney- Watson's funeral homes. We will ask you to bring in some items and information that will be necessary to complete the arrangement. Required items for the deceased include:

- Social security number
- Birth date, along with city and state of birth (bring birth certificate if available)
- Parents names, including mother's maiden name
- Education information
- Marital status and full legal name of spouse
- Address of legal residence
- Occupation
- Veteran's discharge papers or Claim Number
- A recent photograph
- Pre-arrangement paperwork (if applicable)
- Cemetery lot information (if applicable)

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- 3. Have Bonney-Watson Order The Death Certificate** Bonney-Watson will help you determine the number of copies of the death certificates that you will need and will order them for you.
- 4. Gather Obituary Information** Gather obituary information, including the above information plus memberships held, military service, outstanding work and a list of survivors in the immediate family. Bonney-Watson will write the obituary and submit it to the newspaper(s).
- 5. Select Burial Attire** If the deceased is to be buried, bring clothing, including undergarments but not shoes. A suit or sport coat with tie is typically appropriate for men; a long-sleeved dress or blouse with skirt or pants is most common for women. You may also bring eye glasses and jewelry along with any religious items. If the deceased is to be cremated, you may bring in clothing if desired.
- 6. Contact Clergy** Contact your clergy if appropriate. Decide on a time and place for the funeral or memorial service. Services may also be held at one of Bonney-Watson's four funeral homes or at another venue.
- 7. Decide Upon Arrangements** Decide what type of arrangements you wish to make. It's your choice whether to offer viewing of the body. Embalming is required for public viewing/visitation, mausoleum entombment, or transfer of remains via common carrier (i.e. shipment by air or rail). If you do not want embalming, you have the right to choose an arrangement which does not require you to pay for it, such as a direct cremation, immediate burial and/or one-time identification viewing for family only. If you elect not to order embalming, Washington State law requires refrigeration of any unembalmed body.
- 8. Notify Friends And Family** Make a list of family, friends and business colleagues, and notify each by phone. Ask relatives and friends to help you make these calls.
- 9. Decide On An Appropriate Charity** Decide on an appropriate charity to which memorial gifts may be made (church, hospice, library, organization, school, etc.).
- 10. Arrange for Help** Arrange for family members and/or close friends to take turns answering the door or phone. Keep a careful record of visitors, flower deliveries and food gifts; it will make it easier to thank people later.
- 11. Delegate Special Needs** Delegate special needs of the household, such as cleaning, food preparation, etc., to friends and family who offer their help.
- 12. Arrange For Child Care** Arrange for child care if necessary.

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- 13. Arrange Hospitality** Arrange hospitality for visiting relatives and friends. Bonney-Watson can provide you with hotel and restaurant information.
- 14. Select Pallbearers** Select pallbearers and notify Bonney-Watson. People with heart or back difficulties may be named honorary pallbearers.
- 15. Plan For The Disposition Of The Flowers** Plan for the disposition of the flowers after the funeral. You may take them home or have them sent to a church, hospital, or other location.
- 16. Notify Bank** If Social Security checks are deposited automatically, notify the bank of the death.
- 17. Notify Insurance Companies** Notify insurance companies of the death. You will need to include a copy of the death certificate.
- 18. Locate The Will** Locate the will and notify the lawyer and executor.
- 19. Check Life and Casualty Insurance and Death Benefits** Carefully check all life and casualty insurance and death benefits including Social Security, credit union, trade union, fraternal, and military.
- 20. Check The Status Of All Debts And Installment Payments** Check the status of all debts and installment payments, including credit cards. Some may carry insurance clauses that will cancel them. If there is to be a delay in meeting payments, consult with creditors and ask for more time before the payments are due.
- 21. Notify The Utility Companies, Landlord And Post Office** If the deceased was living alone, notify the utility companies and landlord and tell the post office where to send the mail.
- 22. Prepare Social Security Forms** Bonney-Watson will prepare the necessary Social Security forms.
- 23. Send Acknowledgements** Send appropriate acknowledgments to people for flowers, calls, cards or other assistance. This may be a written note, printed acknowledgments, or both.
- 24. Take Care Of Yourself.** Consider joining one of Bonney-Watson's Grief Support Groups to help you through what will understandably be emotional times.