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**CERTIFIED COPIES OF DEATH CERTIFICATE  
PLANNING WORKSHEET**

You will need certified copies for the following items (**photocopies may not be accepted**). This is not an exact listing. Your attorney, and/or financial advisor may be of further assistance in the determining your particular needs.

Death Certificates are **only** issued by the county of death; they cannot be reproduced or notarized. Certified copies of the original record cost \$20.00 for the first copy, and \$13.00 for each additional certified copy in that same order. Heflebower Funeral Services tries to expedite this process by filing the original death certificate quickly and then obtaining over-the-counter copies for those families we serve.

The following is a planning list for which you may or may not need one, or several copies for handling the stated asset or benefit. **Review each category and enter the approximate number of copies you think you will need for each line in the space provided. At the end of the process, add up the total sum of each line and we will recommend that you add 2 additional copies to the grand total.**

- \_\_\_\_\_ Transfer of real property, houses, lots, etc.
- \_\_\_\_\_ Settling insurance claims, 1 for each company
- \_\_\_\_\_ Obtaining union benefits, usually 2 or 3 required
- \_\_\_\_\_ Transfer of automobile, trailer, boat, or camper
- \_\_\_\_\_ Transfer of stocks or bonds, 1 for each certificate (unless held at the brokerage company in "street-name", then 1 might suffice. Ask your broker to clarify this.)
- \_\_\_\_\_ Transfer of bank checking, savings or trust accounts
- \_\_\_\_\_ Entry into bank safe-deposit vault
- \_\_\_\_\_ Filing for Federal or State income taxes
- \_\_\_\_\_ Social Security Benefits
- \_\_\_\_\_ Veteran's Administration benefits, **if eligible (one copy provided at no charge)**
- \_\_\_\_\_ For insured loans, mortgage insurance, insured credit cards
- \_\_\_\_\_ For credit union accounts
- \_\_\_\_\_ To qualify for bereavement time with some employers
- \_\_\_\_\_ Personal requests from children, other family members
- \_\_\_\_\_ Railroad Retirement benefits
- \_\_\_\_\_ Other needs that require you to legally document the death of a person.
- \_\_\_\_\_ **TOTAL**

If you find that later you need more copies, please contact our office, and we will assist you in obtaining these.

**THIS IS A PART OF OUR ON-GOING SERVICE TO YOU.**