

Retiree Casualty Assistance Checklist

1. **Locate DD214**
2. **Locate Birth Certificates**
3. **Locate Marriage Certificates**
4. **Locate Divorce Papers**
5. **Locate Insurance Policies/ Life / Auto/ Home/**
6. **Locate Bank Accounts**
7. **Locate Safety Deposit Box Key**
8. **Locate IRA Accounts**
9. **Locate Stocks and /or Bonds**
10. **Notify Social Security Account/ stop payments**
11. **Locate Credit Card Accounts**
12. **Locate Will/ Trust/Advanced Medical Directive**
13. **Locate Power of Attorney**
14. **Locate Real Estate/ Property Ownership papers**
15. **Personal Property/ Automobiles/ Boats Insurance**
16. **Notify Annuity/ Retirement Accounts/ stop payments**
17. **Contact family Lawyer**
18. **Stop Veterans Compensation Payments**
19. **Investigate Veteran Burial Benefits & Compensation**
20. **Obituary/ Biography**
21. **Death Certificates**
22. **Health Insurance Account**
23. **Notify Post Office/ stop mail**
24. **Notify and turn off Utilities: gas/ water/ cable TV/ telephone/ electric/internet**
25. **Notify Family and Friends by Addresses and email**