

**Midcoast Monthly Meeting
of
The Religious Society of Friends**

Final Choices

*Throughout the whole of life, one must continue to learn how to live and,
what will amaze you even more, throughout life one must learn how to die.*

—Seneca

Friends seek to support one another in death as in any other aspect of life. Recognizing that the death of a loved one is a traumatic and often a bewildering experience for close survivors and sometimes a confusing task for a personal representative, it is strongly recommended that you plan your final arrangements well in advance. You will gain satisfaction in knowing that your wishes will be carried out and that those who are ultimately responsible will be enormously grateful for your thoughtfulness in providing them with the information needed at that difficult time.

By recording the information called for in the attached forms, you can help to lighten the responsibilities that will fall upon families, partners, friends, and the Meeting when you die. Aside from your Will, they will need to know your other instructions and wishes, what documents and files exist and where to find them, as well as something about your life and interests for use in a memorial minute/public notices. This consideration is not limited to those in a particular age group. Death does not always wait until we are old.

If you have questions or doubts about the matters covered by these forms, members of the Ministry and Counsel Committee are available to discuss them with you. You are encouraged to provide a set of completed forms to family members or other individuals you think appropriate. You may not wish to share this information with them now, but at least tell them about it and where it is kept. Choose a convenient, easily accessible place. If you choose to provide a set of forms to Ministry and Counsel, they will be considered confidential and will be filed in a locked box in the meetinghouse.

Friends' memorial and burial services are carried out with due regard for our traditional testimony of simplicity. However, there is considerable room for individual choice and it is desirable that your specific wishes be clearly recorded.

One more thing: Families love to know about their forebears, but seldom ask; later, they wish they had. Don't you? So, after all the urgent part is done, including the memorial information, begin to write or just jot down notes about your childhood, your parents, grandparents, stories of your family, events in your life, amusing and sad incidents... It could be fun to relive them as you share them. Use a notebook or slip them into a folder or envelope entitled "Memoirs" and add to them frequently.

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Approved: 1999.

FINAL CHOICES INFORMATION FORMS

Complete all applicable questions. Add anything you wish. If space is inadequate, use backs of pages or add extra ones. When stating the location of documents, etc., note EXACT location (lawyer/safe deposit box). Spouses should complete separate forms. Together, the forms will complement each other. KEEP THIS UP TO DATE, review annually for current accuracy. Date it!!

Date _____ Updates _____

Vital Statistics

Starred items (*) indicate information needed for either a Burial or Cremation permit in the State of Maine. (Item #5 will be left blank until death occurs.)

1. Full name of deceased* _____
2. Last legal address* (prior to going into a nursing home) _____

3. Telephone _____
4. Last address before present one _____

5. Place of death, time and date* _____
6. Occupation and title, if any* _____
7. Social Security number* _____
8. Marital Status* Single Married Widowed Divorced
9. Spouse's name, if married* _____
10. Date of birth* _____
11. Place of birth* _____
12. If not U.S. citizen, of what country?* _____
13. Father's full name* and birthplace _____
14. Mother's maiden name* and birthplace _____
15. War veteran's serial number* _____
16. What war (s) and dates served* _____
17. Total number of years of education* _____
18. Is deceased of Hispanic origin?* yes no
19. Name of cemetery or crematorium* _____

Other Information

Children: Name	Date of Birth	Address & phone, if adult
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Guardian of Minor Children (Name, address, & phone)

1. _____
2. _____

Trustee of Trust (Name, address, & phone)

1. _____
2. _____

Trust Officer (Name, address, & phone)

Personal Representative (Name, address, phone)

1. Spouse _____
2. _____
3. _____

Funeral Director (Name, Address, & phone)

Church (Name, address & phone)

Accountant (Name, address, & phone)

Physician (Name, address, & phone)

Attorney (Name, address, & phone)

Have You Made Funeral Arrangements? *(If yes, specify exact location of these documents).* This is the information applicable to Maine.

1. Anatomical Donation form signed? yes no
 Eyes Other Anatomy Board Medical School

“Donor” Designation on driver’s license? yes no

Additional information: _____

2. Do you favor cremation or burial; have you discussed this with your family and made your preference known to your likely survivor(s)?

3. Funeral or Memorial Service: Pre-planned *(note information below)*

4. Type of Memorial Service or observance preferred *(if not pre-planned)*

5. **Memorial service /obituary/memorial minute notes** (*family, how related, where reside, career, interests, memberships*)

6. **Memorial Service preferences, requests, or instructions**

7. **Family and friends to notify immediately:**

Name	Address	Telephone
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
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8. **Out of town newspapers to be notified:**

Name	Address	Telephone
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9. **Memorial gifts, if "in lieu of flowers" to:** _____

10. **Cemetery plot/niche at:** _____

Location of original _____

Wishes for Disposal of Ashes _____

11. **Will** yes no Last dated _____ Updates _____

Location of original _____

It is recommended that originals of Will and cemetery deed be held by a lawyer.

12. **Gift to the Meeting.** If you are contemplating a gift to the Meeting (or other charitable organizations) it is advisable to contact your lawyer, financial consultant, or tax advisor, as various kinds of trusts and annuities can be established which provide income and other benefits to the donor during his/her lifetime while eventually providing important financial support to the organization(s) named.

Location of Important Documents and Personal Assets

1. Bank Accounts

Type	Account #	Bank Name and Address
Checking	_____	_____
Savings	_____	_____
Certificate of Deposit	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Credit Cards

Type	Account #	Bank Name and Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Insurance Policies/Annuities

Type	Account #	Company Name and Address
Life	_____	_____
Health	_____	_____
Automobile	_____	_____
Homeowner's/Tenant's	_____	_____
Fire	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Investment Accounts

Name of Investment	Account #	Location of Certificate
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Real Estate

Location of Property	Location of Deed
1. _____	_____
2. _____	_____
3. _____	_____

5. Important Papers (check applicable items and note where they are kept) Location

Birth Certificate _____	_____
Naturalization or citizenship papers _____	_____
Social Security Card _____	_____
Marriage Certificate _____	_____
Safe Deposit Box and its keys _____	_____
Car/truck/boat/RV/camper title(s) _____	_____

Item	Location
Income tax records/returns _____	_____
Receipts/canceled checks/bills to be paid _____	_____
Insurance policies _____	_____
Bank books _____	_____
Veteran's discharge certificate _____	_____
Disability and pension claims _____	_____
Personal address book _____	_____

Special Instructions for Disposition of Personal Items

In this section list any personal item you want to leave to a particular person. These instructions are directed to your personal representative and may not be legally binding. If you wish to be sure, you should include them in your will.

Item	Person to Receive the Item
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Other Information

1. **Computer accessibility.** *(If you keep your financial records in a computer file that is password protected, noting your password here will allow your personal representative access to your records when necessary.)*

My financial records are kept in _____ on my computer.

The password is _____.

Other information regarding computer files: _____

2. **Business Interests.** *(If you have business interests, how do you want these resolved?)*

3. **Memorial Society.** *(If you are a member of a memorial society, note below)*

4. **Other.**

When a Death Occurs

If Cremation is Planned

1. In regard to the signing of Permission for Cremation, the wish of the survivor(s) is primary, without regard to the wish of the deceased. A living spouse of deceased has precedence over children and signs the Permission. If there is no living spouse all children must sign the permission. (For order of precedence of other relatives, refer to the funeral director).
2. Cremation cannot take place until 48 hours after death.
3. The person with the right of disposition must make identification of the body.

Next Steps

Notify as Soon as Possible:

1. Church
2. Doctor(s) as indicated
3. Funeral director or cremation service, in whatever capacity needed
4. Relatives
5. Friends
6. Employer of deceased
7. Insurance agents, health & accident, life
8. Organizations as appropriate
9. Attorney, accountant, executor of estate
10. Social Security notified of death to insure prompt stoppage of further checks.

Decide and Arrange Within a Few Hours

1. Immediate arrangements for provision of care and support for dependents (young and old), if any
2. Select casket, if required, and make any needed arrangements associated with closed casket.
3. Plan with church representatives for memorial service
4. Decide on designation for contributions in lieu of flowers
5. Prepare memorial statement for publication or private distribution
6. Check & sign necessary burial/cremation permits
7. Plan preparations at home, including food for the family and others
8. Provide list of names, addresses, telephone numbers to those who volunteer to inform relatives and friends, locally and at a distance.
9. Decide how to handle responses to sympathetic phone calls, messages, callers, letters, etc.
10. Arrange, if necessary, to meet relatives coming from a distance
11. Make provision for lodging for out of town relatives
12. Keep list of callers, gifts, contributions, telephone messages, written condolences for later acknowledgement.
13. Consult the will regarding special wishes
14. Order necessary number of copies of death certificates from the funeral director

Collect Documents (required to establish rights for insurance, pensions, social security, ownership of property, rights of relationships, etc.)

1. Will
2. Legal proof of age or birth certificate
3. Social Security card or number
4. Marriage Certificate
5. Citizenship papers
6. Insurance policies (life, health, accident and property).
7. Bank Books
8. Deeds to property
9. Bill of Sale of car
10. Income tax returns, receipts or canceled checks
11. Veteran's discharge certificate
12. Disability and pension claims

Pay Some or All of the Following

1. Burial plot/alternative
2. Funeral Director
3. Other services provided at time of death
4. Any costs associated with the service
5. Remaining bills associated with final illness
6. Other current and urgent bills (mortgage, rent, taxes, installment payments)