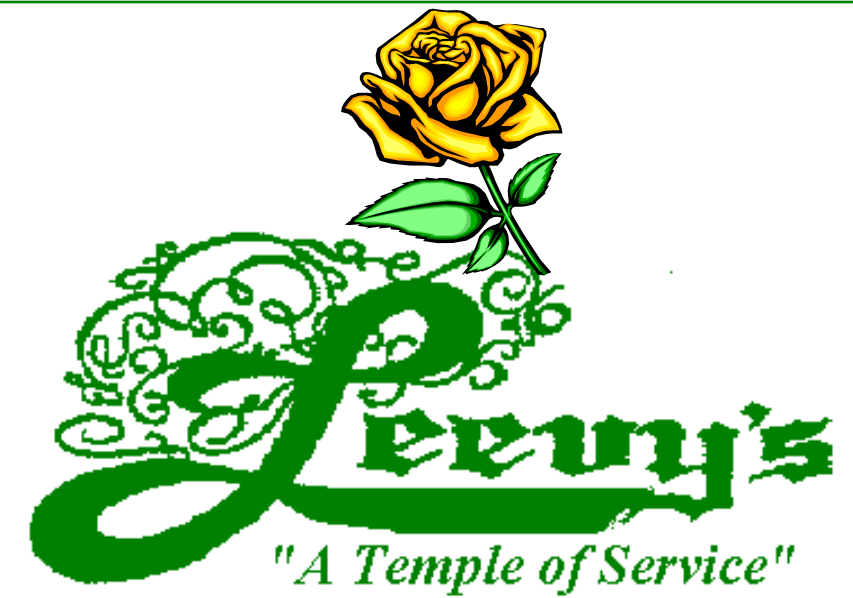


After Care Checklist

- _____ Order Tombstone or Grave Marker
- _____ Find documents including deceased's will or living trust, deeds, titles, licenses, insurance policies, financial records, tax returns, identification papers, disability claims and military certificates.
- _____ Contact attorney and/or executor named in will to handle probate court and estate matters.
- _____ Deal with property matters such as ensuring deceased's mortgage, rent and utilities are paid.
- _____ Check all insurance policies for death-related benefits.
- _____ Notify Social Security of death, and apply for survivors benefits.
- _____ Consult with doctors about medical decisions: cause of death, autopsy, organ/tissue donation for more information after receiving death certificates. **Death Certificates take about two weeks to get after the date of death or longer depending on the doctor or medical examiner**
- _____ Contact deceased's employer about benefits, unpaid compensation and retirement/investment accounts.
- _____ Investigate possible benefits through social or fraternal organizations, unions, mortgage companies and credit cards; ask frequent flyer programs about transferring mileage.
- _____ Transfer assets and property titles if you are a surviving spouse, partner or dependent.
- _____ Contact accountant or tax advisor about filing taxes, preparing a budget and valuing assets.
- _____ Open individual bank accounts if you are a surviving spouse or partner.
- _____ Locate deceased's safe deposit box(es).
- _____ Contact insurance agents to change your policies and beneficiaries, if necessary.
- _____ Cancel deceased's individual credit cards; do not remove name from joint accounts for 6 months.
- _____ Change all home utilities to your name if you shared a household with the deceased.
- _____ Update your will and make your own funeral and/or memorial pre-arrangements.
- _____ Remove valuables such as jewelry, small antiques and wallets from deceased's home.
- _____ Cancel services such as meals-on-wheels, home health aides or volunteers.
- _____ Contact U.S. Department of Veterans Affairs for benefits if deceased was a veteran.
- _____ If deceased was an active peace officer or in the military, contact local representatives.
- _____ Check WWW.LEEVY.COM to read any memorials and notes placed on the funeral home's website for your family



Funeral Planning Guide

Taylor Street Chapel

1831 Taylor Street
Columbia, South Carolina 29201
(803) 771-7799

Lower Richland Chapel

9120 Garners Ferry Road
Hopkins, South Carolina 29061
(803) 776-6922

www.levy.com

In Your Hour of Need Call Someone Who Understands

Our Commitment

We are committed to providing you with superior personnel, superior service, superior equipment and understanding care at a fair and reasonable price. We are genuinely interested in working with you and working for you. Don't hesitate to take advantage of our training, experience and creative ideas. We are very mindful of the confidence you have placed in us and pledge to cater to your desired personal wishes.

Insurance

As a part of our professional services we assist you with filing insurance claims. If you intend to use life insurance to defray the cost of the funeral, we encourage you to get in touch with us as soon as possible so we can contact the insurance companies on your behalf. **It is now taking 3 to 5 business days to verify life insurance policies. If you have the original policy with the original date of issue and the beneficiary listed, you can bring that paperwork to the arrangement conference. If you do not have the original policy, please call us with the name of the company and the policy number so we can start the verification process.** Unfortunately, if the family calls in the claim, then it prevents the funeral home from gathering the paperwork and can sometimes delay finalizing the arrangements. Additionally, we will not be able to finalize the date, time and place of the funeral until the insurance and beneficiary information has been verified. Verification of insurance and/or full payment of all funeral expenses must be completed 48 hours before a viewing time or funeral day and time can be provided.

IF THE POLICY IS LESS THAN 2 YEARS OLD, IT IS IN THE CONTESTIBLE PERIOD, THAT MEANS THE COMPANY CAN DENY COVERAGE AND PAYMENT FOR CERTAIN REASONS; THEREFORE, WE CAN NOT USE THOSE POLICIES AS A FORM OF PAYMENT. We also cannot use South Carolina Retirement or Veterans Life Insurance as a form of insurance payment. If you have any questions regarding your insurance policy or policies, please call SANDY MYERS at 803-771-7799 so she can assist you with ascertaining the proper information to process the insurance claim.

Ft. Jackson National Cemetery

Veterans, Members of the Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard) and their spouse, minor of disabled children may be buried in a National Cemetery if they die while on active duty or they have been HONORABLY DISCHARGED from military service. We **must have** a copy of your loved one's DD214 or Discharge Form to verify eligibility or to receive any VA benefits.

If you are considering burial in Ft. Jackson National Cemetery PLEASE CALL US PROMPTLY. Ft. Jackson does not perform weekend burials (no burials on Saturday or Sunday) and all burials are by appointment only (the last appointment is any WEEKDAY at 2 p.m.). Please call us immediately so we can coordinate the burial time with your desired funeral time.

Radio Program

We invite you to listen to radio station WFMV 95.3 on Sunday mornings at 10:00 a.m. for **The Leevy Hour**. During the program we air funeral announcements and funeral appreciations. This is an extra service provided to families served by the "Temple of Service."

The Arrangement Conference

When you decide to meet with us to make funeral arrangements, please **GIVE US A CALL** so that we might schedule an appointment at a mutually convenient time. This time will be reserved especially for your family. **IT IS VERY IMPORTANT THAT YOU ARRIVE ON TIME FOR THE ARRANGEMENT CONFERENCE.** Everything we do each day is based on a strict timeline. This assures that the families we are privileged to service receive our full and undivided attention. If for some reason you are delayed, please call us promptly so we can reschedule your appointment for a mutually convenient time.

Please Bring All Highlighted Items in Bold to the Arrangement Conference

CONTACT IMMEDIATE FAMILY MEMBERS

CONTACT MINISTER

DECIDE TIME AND PLACE OF FUNERAL

Please consult with the funeral home to schedule a Chapel funeral.

Chapel funerals are held any day at 11 a.m., 1 p.m. and 3 p.m.

DECIDE IF YOU WANT PUBLIC VIEWING

SELECT CEMETERY OR FIND GRAVE DEED

CONTACT DECEASED'S EMPLOYER

CONTACT AFFILIATED ORGANIZATIONS

LOCATE INSURANCE POLICIES

See note about insurance

LOCATE VETERANS RECORDS

See additional information about VA Benefits

LOCATE PHOTOGRAPHS FOR PROGRAM & DVD

PREPARE OBITUARY & ORDER OF SERVICE

CONTACT PERSONS TO BE ON PROGRAM

PREPARE LIST OF RELATIVES & DATES OF BIRTH

CALL FUNERAL HOME FOR APPOINTMENT (at least 3 days prior to funeral)

GATHER CLOTHING

MEN

Suit ()

Underclothes ()

Shirt ()

Neck Tie ()

Socks ()

WOMEN

Dress (Long Sleeves and High Neck Line) ()*

NO SEE THROUGH OR SHEER ()

Underclothes Stockings or Hosiery ()

Gloves ()

Cosmetics and Jewelry ()

Things To Do

1. _____

2. _____

3. _____

4. _____

5. _____