



Survivorship Checklist

At UFCU, we understand that the loss of a loved one can be very painful, and that it can be challenging to settle financial affairs while you are grieving. We have put together suggested financial steps you can take after the loss of a loved one as a resource for you during this difficult time.

The following checklist is intended as a guide, not legal advice. For legal advice, please contact an attorney or other legal resources in your area.

While this guide covers many of the financial steps most people must take after the loss of a loved one, every individual's situation is different. There may be additional responsibilities and obligations that you need to assess.

General Steps

- Contact a funeral home to make final arrangements.
- Obtain certified copies of the death certificate (seven copies are recommended) by contacting the Vital Statistics Department of Texas Health and Human Services at (512) 972-4784 or <https://www.dshs.texas.gov/vs/default.aspx>. Some funeral homes may assist you in procuring death certificates.
- Notify your loved one's previous employers' human resources department.
- Notify the following government offices, if applicable:
 - Social Security Office (800) 772-1213 or (512) 916-5404
 - Veterans' Administration (800) 827-1000
 - IRS (800) 829-1040
 - Medicare (800) 633-4227
- Freeze credit reports by contacting the three credit reporting agencies:
 - Equifax (800) 685-1111
 - Transunion (855) 681-3196
 - Experian (888) 397-3742

- Compile a list of recurring bills, including subscriptions. Consider cancelling any bills that are no longer necessary and make arrangements for payment of those that are necessary. Some bills to consider might be:
 - Auto insurance
 - Utilities
 - Mortgage or rent
 - Property taxes
 - Health insurance
 - Telephone
 - Child support
 - Storage
 - Homeowner's association

- Compile a list of assets and liabilities (the previous year's tax return may be helpful here). Consider:
 - Bank accounts
 - Safe deposit boxes
 - Life insurance policies
 - Stocks and other investments
 - Income and retirement benefits
 - Mortgages
 - Deeds
 - Auto loans
 - Other assets and liabilities

- Check all accounts for beneficiaries. Companies will generally distribute funds to beneficiaries without the need for probate. Different companies often require different documents and have different procedures for distribution. Some accounts that may have beneficiaries include:
 - Life insurance policies
 - Accounts at financial institutions
 - Stocks and other investments
 - Deeds (Texas allows for designation of transfer on death deeds)
 - Retirement accounts (401k, IRA, etc.)
 - Vehicles titled in Texas

- Contact financial institutions regarding accounts with beneficiaries and, where possible, have funds distributed.

- Check mortgages and deeds carefully. These are often high value assets, and it may be beneficial to ensure you have an accurate list. Additionally, you may need to:
 - Make sure the deed is transferred to the heirs or beneficiaries. Please note that notifying the tax office of the property owner's death generally does not initiate transfer of the deed. For deeds that do transfer upon death, there are recommended actions that you may wish to take. Please consult local legal resources or attorneys for details.
 - Continue payments on mortgages and property taxes for real property or land until the transfer of title or probate is complete. Beneficiaries or heirs may need to refinance or pay off the loan in order to keep the real property.
- Compile a list of accounts that are held online (social media, subscriptions, etc.) and alert/cancel where necessary.
- Consider whether you need to contact a probate attorney and/or file for Probate.

Necessary Steps Specific to UFCU Accounts or Services

- Forward copy of the death certificate to members@ufcu.org or fax to (512) 421-7450 to place the proper notifications on the account(s).
- You may also need to provide additional documents and a valid ID to access account information or execute transactions:
 - Letters Testamentary
 - Letters of Administration
 - Muniment of Title with Will attached
 - Small Estate Affidavit
 - Affidavits of Heirship
 - Tax Identification Number / Social Security Number
 - EIN Documentation, on behalf of the estate, from the IRS
 - In order to open an estate account we will need: Letters Testamentary or Letters of Administration
- Verify payment protection coverage for outstanding loans. UFCU will review all loans and lines of credit for debt protection coverage and submit a claim if qualified. If the Member did not have debt protection, deposit balances may be applied to the outstanding loan balance. Any surviving co-borrowers or the Member's estate would be responsible for paying off the loan balance with proper documentation.
- For joint loans or credit cards to remain open, the co-borrower will need to apply to transfer the loan to their own name. UFCU loan officers can help.

- Joint accounts in which the primary owner is deceased, should be closed within 180 days of the date of death. Closing the account can help avoid any complications resulting from continued Internal Revenue Service (IRS) reporting under the deceased member's Social Security number (SSN), as reporting to the IRS will continue until the account is closed.

For joint accounts in which the deceased is not a primary owner, a copy of the death certificate is required to delete his/her name from the account.

- If the beneficiary of a deposit account is a Trust, provide a copy of the Trust document to members@ufcu.org or fax to (512) 421-7450.