

GUIDELINES FOR ORGANIZING CRITICAL PERSONAL INFORMATION

AND

ACTIONS TO TAKE AFTER THE DEATH OF A SPOUSE

AND

INFORMATIONAL TIDBITS

**INFORMATIONAL DOCUMENT PREPARED BY
THE TEXAS CITY CHAPTER OF THE CRC**

PREPARATION PRIOR TO DEATH

DOCUMENT	LOCATION
Social Security card for retiree	
Social Security card for spouse	
Birth Certificate for retiree	
Birth Certificate for spouse	
Marriage Certificate	
Will and/or Trust for retiree	
Will and/or Trust for spouse	
Property Deed(s)	
Military records	
Divorce decree for retiree	
Divorce decree for spouse	
Citizenship	
Credit cards	
Most recent income tax return	
Current year income tax information	
Current income tax return quarterly payments	
Checking, Savings Account statement(s)	
Brokerage Account(s) statements	
Automobile, Boat, Trailer, RV, etc. title(s)	
Death Certificate of Spouse and/or Children	
Life Insurance Policy(s) for Retiree	
Life Insurance Policy(s) for Spouse	
Mortgage Information	
Loan(s) Outstanding	
Cemetery Plot for Retiree	
Cemetery Plot for Spouse	
Prepaid Funeral Policy for Retiree	
Prepaid Funeral Policy for Spouse	
Homeowners Insurance Policy	
Wind/Storm Insurance Policy	
Flood Insurance Policy	
Power of Attorney for retiree	
Medical Power of Attorney for retiree	
Power of Attorney for spouse	
Medical Power of Attorney for spouse	
Safe Deposit Box & keys	
Funeral/Memorial/Burial Information for Retiree	
Funeral/Memorial/Burial Information for Spouse	
Initial cost of home and receipts of upgrades	
Annuities	

PERSONAL INFORMATION			
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Full Legal Name for Retiree	
Full Legal Name for Spouse	
Maiden Name	
Social Security Number for Retiree	
Social Security Number for Spouse	
Legal Residence	
Date of Birth for Retiree	
Place of Birth for Retiree	
County of Birth for Retiree	
Date of Birth for Spouse	
Place of Birth for Spouse	
County of Birth for Spouse	

Name of Children	Address	Phone Number

Sources of Income	
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Pension for Retiree	
Pension for Spouse	
Social Security for Retiree	
Social Security for Spouse	
Interest	
Dividends	
Other Income	

Property Owned	Address

Vehicles	Description

Insurance Information	Company	Policy number	Phone number
Life Insurance for Retiree			
Life Insurance for Spouse			
Health Insurance for Retiree			
Health Insurance for Spouse			
Homeowners Insurance			
Wind/Storm			
Flood			

AFTER DEATH

Contact Union Carbide Retiree Services 1-800-344-0661 to stop pension, apply for life insurance, change health insurance, etc.

Contact your local Social Security office for an appointment to stop monthly benefits, apply for burial benefits, etc. They will not do this by phone. They will tell you the documents you must provide.

Contact your lawyer

Contact banks/credit union/broker to change account name and beneficiary on accounts

Add additional name to safe deposit box

Change name on automobile title(s)

Change name on homeowners, flood and wind/storm insurance

Change name on house deed, tax payments, etc.

Change name on utility bills

Cancel or change name on credit card accounts

INFORMATION TIDBITS

1. JTRS ACCOUNTS

If you have joint bank or brokerage accounts with your spouse you should make sure they are JTRS (Joint Tenant With Rights Of Survivorship) accounts. In case of death of either, the money in the account automatically transfers to the survivor. If it is not a JTRS account the assets in the account will be frozen until the will is probated which could take many months. Since the assets transfer immediately to the survivor the value of the assets are not included in the estate of the deceased.

2. *BENEFICIARIES OF INSURANCE POLICIES AND 401Ks.

The monies from these financial instruments pass directly and immediately to the named beneficiaries without regard to any provisions in a will.

Although there are no inheritance taxes in Texas, the one exception is on 401ks. The normal taxes for them must be paid by the beneficiary.

3. WHAT DOW NEEDS IN THE CASE OF THE DEATH OF A RETIREE OR SPOUSE

When you call DOW to inform them of the death of a spouse they will send you a package to complete. They will also request copies of the death certificate, your marriage license and your birth certificate.

4. HOME COST BASIS

When you and your spouse purchased your home you were always told to document the purchase price and any improvements you made over the years to establish the cost basis of the house if you wanted to sell it. However, if one of you passes away and the house is left to the surviving spouse, the cost basis of the house becomes the value of the house on the date of the death.

5. *TAX ON A NEW HOME

If you live in Texas, are over 65 or disabled, and your taxes are frozen on your current home, when you purchase another home in Texas you may qualify for the over-65 or disabled exemption when you live in the new home as your principal residence. You may transfer the percentage of the frozen tax paid based on your former home's over-65 or disabled person tax ceiling to the new home. For example, if you currently have a tax ceiling of \$100, but would pay \$400 without the tax ceiling, the percentage of tax paid is 25%. If the taxes on your new homes are \$1000 the new qualifying tax ceiling would be \$250, or 25% of \$1000. You must request a transfer certificate from the appraisal district for the former home to provide to the appraisal district for your new home.

6. RETIREE PENSION AFTER THE DEATH OF A SPOUSE

If you retired after January 1, 1985 and you elected the Survivor Spouse Option, UCC's Pension Plan has a "Pop-Up" clause which indicates that if your spouse dies before you, your pension will be restored to its original full amount, effective the first of the month following the date of your spouse's death. To restore your pension, you should call Dow Retiree Services; you will need to mail them a death certificate.

****Note: Individual states may have slightly different/additional requirements.***