



*Remember when your spouse asked for your help to open things? This is the last thing you can open to help those left behind. Called the Pickle Jar or Cookie Jar List for years this list is the information needed for those left behind to move on after your final transfer.*

Make a list of family and friends to be notified with current phone numbers and keep it updated.

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◆ Contact the Mortuary of your choice: \_\_\_\_\_  
Phone # \_\_\_\_\_

◆ Contact your clergy person: \_\_\_\_\_  
Phone # \_\_\_\_\_

◆ Notify the retirees Department. The retiree may still have some benefits through the department. Such as death benefit, honor guard and pall bearers.  
Phone # \_\_\_\_\_

List of Pall Bearers:

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◆ Notify the retirees Union Local or Lodge. The retiree may still have some benefits through the Union or Lodge.  
Phone # \_\_\_\_\_

◆ Notify the Ohio Police and Fire Pension Fund. They will send out a survivor's packet and the current health care provider will send a new health care packet. You may also request a HOST to assist with pension fund and health care documents.  
Phone # 1-888-864-8363.

◆ Contact the Veterans Administration if a former military member. All Honorably Discharged veterans are entitled to flag presenters at the grave site. They are also entitled to a grave marker; you will need the members Honorable Discharge or DD 214.  
Phone # 1-800-827-1000

◆ Notify the Social Security Administration: Surviving spouses are entitled to a \$225.00 burial benefit.

Phone # 1-800-772-1213

◆ Notify Workers Comp Bureau if applicable.

Phone # \_\_\_\_\_

◆ Notify your Credit Union, Banks or other financial institutions:

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

◆ Notify your attorney.

Phone # \_\_\_\_\_

◆ Locate all insurance policies and make sure the correct beneficiaries are named

Policy # \_\_\_\_\_ Policy # \_\_\_\_\_

Policy # \_\_\_\_\_ Policy # \_\_\_\_\_

Policy # \_\_\_\_\_ Policy # \_\_\_\_\_

◆ Documents you will need:

Cemetery Deeds – Located \_\_\_\_\_

Death Certificate copies – Located \_\_\_\_\_

Marriage certificate - Located \_\_\_\_\_

or on file with OP&F – Yes \_\_\_\_\_ No \_\_\_\_\_

Dependant Birth certificates – Located \_\_\_\_\_

Military papers Located \_\_\_\_\_

Disability and Workman’s Comp documents if member retired on disability and death was due to that injury. Death Certificate must be worded correctly.

Located - \_\_\_\_\_

House deeds - Located \_\_\_\_\_

Auto titles – Located \_\_\_\_\_

Safe deposit boxes and keys – Located \_\_\_\_\_

◆ FYI and Suggestive items:

◆ The Ohio Police Fire Pension Fund will pay the surviving spouse a \$1000.00 Lump Some Death Benefit. If there is no surviving spouse the benefit will be paid to the designated beneficiary.

- ◆ The surviving spouse will receive \$ 826.10 per month (as of 7-16) plus cost of living increases of \$16.50 each July 1<sup>st</sup>. Plus any annuity payments and death benefits if applicable.
- ◆ Dependent children will receive \$226.10 per month (as of 7-16) plus cost of living increases of 4.50 per month each July 1<sup>st</sup>.
- ◆ Survivors must apply for all death related benefits.
- ◆ Collect forms and make copies of important papers that will be needed such as your certificates, DD-214, proof of job-related injuries, deeds for any cemetery plots, etc. DD-214's are available by contacting National Personnel Record Center, 9700 Page Ave., St. Louis, MO 63132, and ATTN: (Branch of Service)  
Requests for records are processed in four to six months. Include Social Security Number, date of birth, and dates of service.
- ◆ Make a Will, or update an existing one to reflect any changes in your life such as recent marriage, divorce, births or deaths of existing beneficiaries.
- ◆ Write a Living Will and Durable Power of Attorney.
- ◆ Make sure that your entire bank accounts, credit union accounts, mutual funds, IRA's stocks and real estate are listed "Joint Tenancy with Right of Survivorship." This makes all assets available to survivor without waiting for Probate Court.
- ◆ List all bank accounts:
- ◆ Bank: \_\_\_\_\_ Acct. # \_\_\_\_\_
- ◆ Bank: \_\_\_\_\_ Acct. # \_\_\_\_\_
- ◆ Bank: \_\_\_\_\_ Acct. # \_\_\_\_\_
- ◆ Bank: \_\_\_\_\_ Acct. # \_\_\_\_\_
- ◆ List all certificates of deposit and locations.
- ◆ Cert. # \_\_\_\_\_
- ◆ Cert. # \_\_\_\_\_
- ◆ Cert. # \_\_\_\_\_
- ◆ List Securities, IRAs, Annuities, Mutual Funds and their locations:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- ◆ Notes \_\_\_\_\_

