LOSS

You have our deepest sympathies at this difficult time.

We know that you don't want to think about things like money and paperwork. However, because of legal requirements, there are some steps that you will have to go through. We created this kit to guide you and provide resources to help you manage the financial side of your loss.

If you would like to have funds released, we will need to obtain some information (and some paperwork) to complete the process. We've listed what we need for specific situations below. In all cases, you will need to provide:

- The name of the deceased.
- FORUM account number of the deceased.
- The date of death.
- Your name.
- Your relationship to the deceased.
- Your phone number and address.

If you're the joint owner (listed second) on the account, and you are the deceased's spouse, we will also need:

- A copy of the death certificate (the funeral home should provide this to you).
- A new account in your name.

If the deceased was the joint owner (listed second) on the account, and you are the deceased's spouse, we will also need:

- A copy of the death certificate (the funeral home should provide this to you).

If you are the joint owner on the account but are not the deceased's spouse, we will also need

- A copy of the death certificate (the funeral home should provide this to you).
- A signed consent to transfer form that must be submitted to the county assessor where the deceased resided.

If the deceased was the only person on the account, we will need:

- A copy of the death certificate (the funeral home should provide this to you).
- A signed consent to transfer form that must be submitted to the county assessor where the deceased resided.
- A Small Estates Affidavit if the account balance was less than $25,000.00.
- A copy of the Letters of Testamentary or Letters of Administration, if the balance was more than $25,000.00. These are court-ordered documents you should receive from the attorney for the estate.

We're here to help you, so call or stop by your nearest FORUM location for assistance. We'll do everything we can to help you at this difficult time.

Information you may need to know.

Obtaining a Death Certificate
You'll need to have copies of a death certificate for legal purposes, such as closing bank accounts. While funeral homes will generally provide copies of death certificates, you can also obtain certified copies from the health department in the county where the individual died, or from the Indiana State Department of Health.

Notifying Social Security
You should notify the Social Security Administration (SSA) of the death (many funeral directors will handle this on your behalf). If he or she had been receiving Social Security benefits, you'll have to return any benefits that were paid after death. If the payments were sent to FORUM or another financial institution through direct deposit, you can ask the nearest branch manager to return them to Social Security.

Social Security Benefits
When someone who had worked long enough to qualify for Social Security benefits dies, his or her spouse (or surviving child) may receive a single $255 payment. In addition, family members may qualify for monthly benefits (the amount of which depends on the length of time the deceased contributed to Social Security and other factors). Those who may be eligible for benefits are:

- A spouse age 60 or older (50 or older if the spouse is disabled, and divorced spouses under some circumstances).
- A spouse of any age who cares for a child of the deceased who is younger than 16 or disabled.
- Unmarried children under age 18 (or who are 18 or 19 and a full-time student).
- Unmarried children over 18 who have a disability that began before age 22.
- Parents age 62 or older for whom the deceased had provided at least half of their support.

Contacting Social Security
If you need to contact the SSA with questions or to request forms or benefits, you can stop by any local SSA office, visit their website at *www.ssa.gov*, or call toll-free at 800.772.1213 between 7 a.m. and 7 p.m., Monday through Friday. Hearing-impaired individuals may call SSA's TTY service at 800.325.0778.

What steps do you need to take?

Losing a spouse or another loved one is one of the most difficult events anyone will face. And while you're dealing with your own grief and that of others around you, you're also forced to take important steps and make decisions.

However, you don't need to make all of those decisions right away — and you probably shouldn't until you've had time to grieve. Aside from funeral arrangements, most decisions can wait several months. In addition, it's a good idea to sit down with an expert, such as your attorney, accountant, or one of the professionals at FORUM Private Client Group. That way, you'll be able to decide based on sound advice rather than the difficult emotions you may be experiencing. Some of those considerations may include:

- The best way to receive life insurance benefits and what to do with that money.
- What to do with major assets, such as your home, your vehicles, and investments. The way you legally record the change in ownership may have significant tax implications.
- Whether you should pay off your mortgage balance or other debt with insurance proceeds.
- How to handle any retirement assets that were held in the deceased's name.
- If the deceased was employed, you may be eligible for unused sick and vacation pay.
- If the deceased owned a business, whether to continue ownership or divest.
- Making sure your own wishes and financial documents such as wills and trusts are in order.

About Probate

Many people are concerned about a process known as "probate." It's the process through which any assets of the deceased are distributed to survivors. If the deceased left a legal will or trust, the probate process should proceed fairly smoothly and quickly. If not (what's known as "dying intestate"), it may take longer and be more complicated.

Through the probate process, the courts make sure that all assets (the "estate"), outstanding debts, and beneficiaries are identified — and that any legitimate debts are paid ("settled"). If the deceased's assets were large enough, the estate may have to pay estate taxes. Once all taxes and debts have been paid, the court oversees the distribution of the remaining estate among the beneficiaries. The probate process then ends.

Estate Planning Issues

If the deceased had worked with a professional to develop an estate plan, you should contact that professional to ensure that the plan is implemented correctly. If you cannot contact that professional (or would rather work with someone locally), FORUM Representatives can refer you to estate planning professionals that would be happy to sit down with you, review the situation, and advise you of the best way to carry out the plan's provisions. In addition, they can help you develop a plan for your own assets.

Not NCUA Insured. May involve loss of principal. No credit union guarantee.
The above is not intended to be tax advice, was not written by a tax professional and is informational only.
Please consult a tax advisor for your specific situation.

RESOURCES

Looking for some expert advice about your situation?

Dealing with issues related to death and grief can be overwhelming. Fortunately, there are more helpful resources available today than ever before. You may find some of these websites and books to be particularly helpful and informative.

Helpful Websites

Center for Loss & Life Transition — *www.centerforloss.com*
Information for people who are grieving or who want to help others who have suffered a loss.

Caring Connections — *www.caringinfo.org*
Provides information about end-of-life care to help people make decisions.

GriefNet — *www.griefnet.org*
An Internet community of persons dealing with grief, death, and major loss.

Journey of Hearts — *www.journeyofhearts.org*
An online place created to help people grieve.

American Association of Retired Persons — *www.aarp.org/money/wise_consumer/smartshopping/funerals.html*
Funeral shopping advice from AARP.

American Association of Retired Persons — *www.aarp.org/families/grief_loss/*
Compassionate advice on dealing with grief and loss of a loved one.

Social Security Administration — *www.ssa.gov/*
Here's your source for forms and information.

Books

When a Loved One Dies, by Philip W. Williams

Helping Children Cope with the Loss of a Loved One: A Guide for Grownups, by William C. Kroen and Pamela Espeland

Executor's Guide: Settling a Loved One's Estate or Trust, by Mary Randolph

Chicken Soup for the Grieving Soul: Stories about Life, Death and Overcoming the Loss of a Loved One, by Jack Canfield and Mark Hansen

The Mourning Handbook: The Most Comprehensive Resource Offering Practical and Compassionate Advice on Coping with All Aspects of Death and Dying, by Helen Fitzgerald

The Tender Scar: Life After the Death of a Spouse, by Richard L. Mabry