

MILITARY SURVIVOR/EXECUTOR GUIDE, IDAHO

A handbook to assist Survivors and Executors
in preparing for and responding to the death of a
Military Veteran



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Forward

When a military service veteran dies, it becomes the responsibility of the survivor, executors and designated representatives to organize an appropriate and dignified interment, notify all concerned individuals/organizations and to punctually submit requests for survivor benefits.

The first section of this guide is a list of 85 actions that can be performed immediately, or as soon as practical, after the death of a veteran. When possible, many of the items can be accomplished in advance. Although the list may initially seem overwhelming, advance planning and the assistance of a funeral director can immeasurably reduce the effort required to complete these actions at the time of death.

It should be noted that this booklet may also be used by non-service members by eliminating the unneeded sections. The needs remain the same, being prepared to meet the needs of those we care for.

The intention of this booklet is to create a useful guide to assist in preplanning, a resource of information and points of contact that will be needed at the time of passing. Properly used, this guide will also assist in meeting the final wishes of the deceased veteran.

This guide can be a useful document for the surviving spouse/estate executor to aid in locating important records and information to ensure appropriate interment of the deceased veteran, expeditious administration of the estate and timely submission of applications for survivors' benefits.

Every effort should be made to locate and provide the information requested in the guide. Periodic checks should be conducted to guarantee information is kept current.

This guide should be kept in a readily accessible location and the location should be known to the veteran's spouse and immediate family as well as any designated executor or representative.

Every effort has been made to provide a complete and accurate guide at the time of issue. However, a section has been provided to allow changes and updated information to be written in as needed to keep this guide current.

Acknowledgments

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Thank you to the St. George Dixie Elks Veterans Committee for their efforts in publishing and distributing the "Survivor/Executor Guide to Utah Washington County veterans.

Thank you for the support and efforts of the:

Idaho Veterans of Foreign Wars
Boise Veterans Center

The user of this Guide acknowledges that the information contained herein can change at any time. Any information received from the U.S. Government, Veterans Administration or other Governmental Departments should be verified online at the appropriate site. I do not accept responsibility for items that may have changed due to revisions or policy changes by local, State or Federal Agencies. Businesses and or Organizations mentioned may have closed, changed hands or stopped supporting the original information. It is the responsibility of the User to be proactive in securing data and correct information.

Michael Knickerbocker.

85 Preparations That Survivors/Executors Can Make

It is best to consider accomplishing as many items in advance as possible.

A. Secure vital statistics of deceased (required for burial permit):

1. Name, home address and telephone number
2. How long in state
3. Name of business, address, telephone number
4. Occupation and title
5. Social Security number
6. War Veterans' serial number (from DD-214)
7. Date of birth
8. Place of birth
9. U.S. Citizen
10. Father's name
11. Father's birthplace
12. Mother's maiden name
13. Mother's birthplace

B. Pay some of the following:

1. Family burial estate
2. Memorials
3. Funeral Director
4. Interment service
5. Clergy
6. Florist
7. Clothing
8. Transportation
9. Food
10. Doctors
11. Nurses
12. Hospitals & ambulance
13. Medicine & drugs
14. Other current and urgent bills (mortgage, rent, etc.)

C. Collect documents:

1. Will
2. Birth certificate
3. Social Security card or number
4. Marriage license
5. Citizenship papers, if applicable
6. Insurance policies (life, health, accident, property)
7. Bank books
8. Deeds to property
9. Bills of sale or titles to automobiles
10. Income tax returns, receipts, canceled checks
11. Veteran's Discharge Certificate (DD-214)
12. Disability claims
13. Memorial Park certificate of ownership

- D. Decide and arrange within a few hours:
1. Burial estate location and which space to open
 2. Memorial type and inscription
 3. Casket or cremation urn selection
 4. Clothing for deceased
 5. Vault or sectional crypt
 6. Type of service (religious, military, fraternal)
 7. Special selection from the scriptures
 8. Clergy to officiate
 9. Select funeral director
 10. Location where service will be held
 11. Time of day for service
 12. Designate a charity for donations in memoriam
 13. Provide information for eulogy
 14. Select pall bearers
 15. Flowers
 16. Music
 17. Clothing to be worn to memorial service
 18. Preparations to receive guests at home
 19. Transportation for family and guests
 20. Check and sign papers for burial permit
 21. Provide information to newspapers for obituary
 22. Provide addresses and phone numbers for notifications
 23. Prepare to answer calls and cards of sympathy
 24. Discuss details with funeral director and clergy
 25. Greet friends who attend wake and funeral
 26. Arrange transportation for relatives from airport
 27. Arrange accommodations for out-of-town relatives
 28. Keep list of callers and donations for thank-you notes
 29. Arrange special religious services
 30. Check Will for any special wishes
 31. Verify receipt and accuracy of death certificate
 32. Ensure minor children are attended to
- E. Notify as soon as possible:
1. Doctors who attended the deceased
 2. The selected funeral director
 3. Memorial Park/Cemetery
 4. All relatives
 5. All friends of the deceased
 6. Employer of the deceased
 7. Employers of relatives missing work
 8. Pall bearers
 9. Insurance agents
 10. Religious, fraternal, civic and Veterans groups
 11. Newspapers for obituary and notices
 12. Attorney and executor of the estate

Important Document List

When applying for benefits or settling an estate, your surviving spouse, next of kin or designated executor should be able to locate and access certain important documents. The list below is provided to serve as a useful guideline. Original documents should not be provided to a third party. It is strongly advised that certified copies of the documents on the list below be created and stored in a readily accessible, yet separate, location from the original documents.

- A. Birth certificates of veteran, spouse, and any dependents
- B. Death certificate (provided by coroner or funeral director)
- C. Marriage certificate and/or divorce decree
- D. Immigration/Naturalization papers, if appropriate
- E. Form DD-214 (Veteran's record of discharge)
- F. Social Security card (veteran, spouse, dependents)
- G. Current Will/Deeds of Trust
- H. Insurance policies (life, home, auto, etc.)
- I. Federal and State income tax records (past three years)
- J. Titles, vehicle registrations
- K. Bank account documents (checking, savings, loans, securities, stocks, bonds, etc.)
- L. Safe deposit box location
- M. List of outstanding debts

Replacement copies a veteran's form DD-214 has been lost can be obtained as follows:

Visit the eVetRecs website and click on "Launch the eVetRecs System to start your request online." The veteran or assigned next of kin of a deceased veteran can request a copy of the DD-214. According to the National Archives, next of kin can be a surviving spouse who has not remarried, a father, mother, son, daughter, sister or brother. If you do not meet one of the requirements, additional options exist in order to obtain a form DD-214. A general search under "Lost DD-214" will also provide a list of non-government organizations that advertise expedited recovery of military records and specifically form DD-214. Click "Download form SF-180 to mail or fax your request" on eVetRecs front page. After clicking, a new page will be displayed and click again on "Download form SF-180 to mail or fax your request" link. The SF-180 is in PDF format that will be displayed after it has downloaded onto your computer. Print the SF-180 to be used if you are unable to use eVetRecs. Complete the form SF-180 with all required information and mail or fax the form to:

National Personnel Records Center Military Personnel
Records
9700 Page Ave.
St. Louis, MO 63132-5100
Phone: 314-801-0800, Fax: 314-801-9195

Vital Information (Veteran)

Name: _____

Social Security Number: _____

Military Service Number: (From DD-214) _____

Branch of Service: _____

Significant Awards/Medals: _____

Date of Birth: _____

Bank Information:

Name of Bank _____

Type of Account: _____

Name of Bank: _____

Type of Account: _____

Name of Bank: _____

Type of Account: _____

Credit Accounts: _____

Real Estate Owned:

Location: _____ Mortgaged: Yes ___ No ___

Location: _____ Mortgaged: Yes ___ No ___

Location: _____ Mortgaged: Yes ___ No ___

Location: _____ Mortgaged: Yes ___ No ___

Vehicles Owned: _____ Financed: Yes ___ No ___

_____ Financed: Yes ___ No ___

_____ Financed: Yes ___ No ___

Most valuable personal effects not identified in a Will:

Item: _____

Location: _____ Est. value: _____

Designated to: _____

Item: _____

Location: _____ Est. value: _____

Designated to: _____

Item: _____

Location: _____ Est. value: _____

Designated to: _____

Vital Information (Spouse)

Name: _____

Social Security Number: _____ Date of Birth: _____

Bank Information:

Name of Bank: _____

Type of Account: _____

Name of Bank: _____

Type of Account: _____

Name of Bank: _____

Type of Account: _____

Credit Accounts: _____

Real Estate Owned:

Location: _____ Mortgaged: Yes ___ No ___

Location: _____ Mortgaged: Yes ___ No ___

Location: _____ Mortgaged: Yes ___ No ___

Vehicles Owned: _____ Financed: Yes ___ No ___

_____ Financed: Yes ___ No ___

_____ Financed: Yes ___ No ___

Most valuable personal effects not identified in a Will:

Item: _____

Location: _____ Est. value: _____

Designated to: _____

Item: _____

Location: _____ Est. value: _____

Designated to: _____

Item: _____

Location: _____ Est. value: _____

Designated to: _____

Item: _____

Location: _____ Est. value: _____

Designated to: _____

Family Registry

Registry of children:

Given name	Address	DOB	Place of birth

Registry of siblings:

Given name	Address	DOB	Place of birth

Friends & advisers:

Name	Address	Phone

To Report the Death of a Military Retiree

Report a Retiree's Death

Though this is a difficult time, it is crucial to promptly report the death of a military retiree. Follow the steps below to report the death as soon as possible.

What You Need

- Retiree's name, Social Security number and date of death
- Death certificate showing cause of death
- Names of retiree's designated beneficiaries

How to Report a Retiree's Death

1. Complete a "Notification of Death Fast Form". Upon notification, the Defense Finance and Accounting System (DFAS) will stop monthly payments to prevent over-payment. If you need help completing the form, please read the form instructions.

If you cannot complete the Notification of Death Fast Form, call DFAS at 800-321-1080. Please have the decedent's Social Security number and the date of death when you call.

2. Within seven to 10 business days after reporting the death to DFAS, you should receive a letter containing the following documents:

- SF1174 Claim for Unpaid Compensation of Deceased Member of the Uniformed Service
- Annuity account forms and instructions (if the decedent was enrolled in the Survivor Benefit Plan or the Retired Serviceman's Family Protection Plan)

1. Complete the forms you received with your letter and return them with a copy of the retiree's death certificate that includes cause of death to:

DFAS U.S. Military Retired Pay
P.O. Box 7130
London, KY 40742-7130
Fax: 800-469-6559

If you need assistance obtaining or completing your claim forms, please call 1-800-321-1080.

When to Report a Retiree's Death

Please report the retired service member's death as soon as possible. This will help to avoid delay and possible financial hardship on surviving beneficiaries, family members or executors who will be required to return any unearned military retirement payments. Eligibility for military retired pay ends with the death of the retiree.

Apply for Arrears of Pay

When retirees die, their final paychecks and any other money owed to them are sent to the person they designated as an Arrears of Pay (AOP) beneficiary.

When you report a retiree's death, DFAS will reclaim the retiree's final month's pay and audit the account. Any remaining amount owed to the retiree will then be paid to the designated AOP beneficiary.

How to Apply

If you are a designated AOP beneficiary, you must send DFAS the following two documents to receive payment:

- One SF1174 claim form for each beneficiary (see instructions)
- A certified copy of the retiree's death certificate that specifies the cause of death

Please fax or mail these documents to:

DFAS - U.S. Military Retired Pay

P.O. Box 7130

London, KY 40742-7130

Fax: 1-800-469-6559

DFAS must reclaim any retirement payments that were made after the retiree's death before they can send you an AOP payment. If the retiree was paid through direct deposit, DFAS will automatically recoup the payment. However, if the retiree was paid by hard copy check, please return the payment with the above documentation.

If the retiree did not designate an AOP beneficiary, DFAS is required to send the AOP payment to highest person in the legal Order of Precedence.

Idaho Cemeteries, By Name and County

American Cemetery, Valley
American Ridge Cemetery, Latah
Ammon Cemetery, Bonneville
Angel Ridge Cemetery, Nez Perce
Antelope Cemetery, Butte
Barton Cemetery, Custer
Basalt Cemetery, Bingham
Basin Cemetery, Cassia
Bates Cemetery, Teton
Battle Ridge Cemetery
Battleground Cemetery, Custer
Beaver Dick Cemetery, Madison
Bellevue Cemetery, Blaine
Bestland Cemetery, Kootenai
Bethany Cemetery, Latah
Bethel Cemetery, Latah
Beulah Cemetery, Latah
Blaine Cemetery, Latah
Boot Hill Cemetery, Boise
Boot Hill Cemetery, Custer
Boulder Creek Cemetery, Boundary
Bovill Cemetery, Latah
Bower Cemetery, Cassia
Buchanan Cemetery, Latah
Buhl Cemetery, Twin Falls
Burnt Ridge Cemetery, Latah
Burton Cemetery, Madison
Cache Clawson Cemetery, Teton
Canfield Cemetery, Idaho
Canyon Hill Cemetery, Canyon
Carey Cemetery, Blaine
Cedron Cemetery, Teton
Central Cemetery, Jefferson ,
Central Ridge Cemetery, Lewis ,
Chester Cemetery, Fremont ,
Chesterfield Cemetery, Caribou
Chief Tendoy Cemetery, Lemhi
Chilly Cemetery, Custer
Clara Cemetery, Bonner
Clearwater Cemetery, Idaho
Cleveland Cemetery, Franklin
Cloverdale Memorial Park, Ada
Coeur d'Alene Indian Cemetery, Kootenai
Coldsprings Cemetery, Lewis
Copeland Cemetery, Boundary
Cordelia Lutheran Cemetery, Latah
Corral Cemetery, Camas
Cottonwood Cemetery, Idaho
Cottonwood Cemetery, Valley
Cottonwood Cemetery, Adams
Darlington Cemetery, Custer
Declo Cemetery, Cassia
Denver Cemetery, Idaho
Dingle Cemetery, Bear Lake
Downey Cemetery, Bannock
Drake Cemetery, Bonner
Driggs Cemetery, Teton
Driggs-Darby Cemetery, Teton
Dry Creek Cemetery, Ada
Dry Creek Cemetery, Latah
Elba Cemetery, Cassia
Elmwood Cemetery, Gooding
Elwood Cemetery, Latah
Emmett Cemetery, Gem, Idaho
Evergreen Cemetery, Kootenai
Evergreen Cemetery, Benewah
Fairview Cemetery, Franklin
Fairview Cemetery, Ada
Fairview Cemetery, Idaho
Falk Cemetery, Payette
Falls View Cemetery, Power
Fargo Cemetery, Canyon
Farnum Cemetery, Fremont
Felt Cemetery, Teton
Finn Cemetery, Valley
Fix Ridge Cemetery, Latah
Fletcher Cemetery, Lewis
Florence Cemetery, Idaho
Forest Cemetery, Kootenai
Forest Lawn Cemetery, Lewis
Fort Boise Military Cemetery, Ada
Franklin Cemetery, Franklin
Fraser Cemetery, Clearwater
Freedom Cemetery, Caribou
Freeze Cemetery, Latah
Galena Pioneer Cemetery, Blaine
Galloway Cemetery, Washington
Garden Valley Pioneer Cemetery, Boise
Genesee Valley Lutheran Cemetery, Latah
Geneva Cemetery, Bear Lake
Gibson Cemetery, Bingham
Glasby Cemetery, Nez Perce

Goddard Cemetery, Clark
 Gold Creek Cemetery, Bonner
 Gold Hill Cemetery
 Gold Ridge Cemetery
 Good Shepherd Cemetery, Bingham
 Grace Cemetery, Caribou
 Grandview Cemetery, Idaho
 Grandview Cemetery, Boundary
 Grant Ward Cemetery, Bannock
 Greenwood Cemetery, Shoshone
 Greenwood Cemetery, Kootenai
 Grove City Cemetery, Bingham
 Groveland Cemetery, Bingham
 Haden Cemetery, Teton
 Heller Grave, Shoshone
 Hill Cemetery, Clearwater
 Hill City Cemetery, Camas
 Hillcrest Cemetery, Bingham
 Hillcrest Cemetery, Butte
 Hillcrest Memorial Gardens, Canyon
 Holbrook Cemetery, Oneida
 Holy Trinity Cemetery, Lewis
 Home of the Peace Cemetery, Ada
 Homes Cemetery, Valley
 Homestead Cemetery, Bingham
 Hope Cemetery, Bonner
 Hot Springs Cemetery, Owyhee
 Houston Cemetery, Custer
 Idaho City Pioneer Cemetery, Boise
 Idaho State Veterans Cemetery, Ada
 Idaho Stone Cemetery, Owyhee
 Independent Order of Odd Fellows Cemetery,
 Boundary
 Independent Order of Odd Fellows Cemetery,
 Twin Falls
 Independent Order of Oddfellows Cemetery,
 Adams
 Indian Cemetery, Power
 Indian Cemetery, Bannock
 Indian Cemetery, Nez Perce
 Indian Valley Cemetery, Adams
 Inkom Cemetery, Bannock
 Iona Cemetery, Bonneville
 Jackson Cemetery, Cassia
 Jacob Reuben Graves, Owyhee
 John Day Cemetery, Clark
 Joseph Cemetery, Idaho
 Juliaetta Cemetery, Latah
 Junction Cemetery, Lemhi
 Kendrick Cemetery, Nez Perce
 Kendrick Cemetery, Latah
 Kennedy Cemetery, Payette
 Kessler Cemetery, Adams
 Kilgore Cemetery, Clark
 Klines Grave, Valley
 Lago Cemetery, Caribou
 Lakeview Cemetery, Bonner
 Lanark Cemetery, Bear Lake
 Lane Cemetery, Kootenai
 Lanes Grave Cemetery, Caribou
 Lava Hot Springs Cemetery, Bannock
 Leland Cemetery, Nez Perce
 Lenora Cemetery, Nez Perce
 Lewis and Clark Memorial Gardens, Nez
 Perce
 Lewisville Cemetery, Jefferson
 Liberty Cemetery, Bear Lake
 Lincoln Cemetery, Bonneville
 Little Bear Ridge Cemetery, Latah
 Lost River Cemetery, Butte
 Lower Boise Cemetery, Canyon
 Manard Cemetery, Camas
 Mann Creek Cemetery, Washington
 Marion Cemetery, Cassia
 Marsh Cemetery, Clearwater
 Marsh Cemetery, Clearwater
 Marsh Center Cemetery, Bannock
 Marsh Valley Cemetery, Bannock
 Marsing-Homedale Cemetery), Owyhee
 McRea Cemetery, Lemhi
 Meadow Creek Cemetery, Idaho
 Meadows Valley Cemetery, Adams
 Medimont Cemetery, Kootenai
 Melrose Cemetery, Nez Perce
 Memorial Gardens Cemetery, Latah
 Mendenhall Cemetery, Latah
 Meridian Cemetery, Ada
 Midvale Cemetery, Washington
 Miller Cemetery, Idaho
 Miller Creek Cemetery, Owyhee
 Milo Cemetery, Bonneville
 Miner Grave, Boise
 Miners' Union Cemetery, Shoshone
 Moravia Cemetery, Boundary

Moreland Cemetery, Bingham
Morris Hill Cemetery, Ada
Morrow Cemetery, Lewis
Mount Calvary Cemetery, Canyon
Mount McCaleb Cemetery, Custer
Mount Zion Cemetery, Idaho
Mountain Elmore
Mountain View Cemetery, Camas
Mountain View Cemetery, Kootenai
Mountain View Cemetery, Ada
Mountain View Cemetery, Bannock
Mountain View Cemetery, Benewah
Murray Cemetery, Shoshone
Neeley Cemetery, Power
New Kilgore Cemetery, Clark
New Sweden Cemetery, Bonneville
Nicodemus Cemetery, Idaho
Nikesa Cemetery, Idaho
North Riggins Cemetery, Idaho
Nounan Cemetery, Bear Lake
O X Cemetery, Owyhee
Old Good Hope Cemetery, Nez Perce
Old Mission Cemetery, Kootenai
Olson Cemetery, Cassia
Overacker Cemetery, Latah
Ovid Cemetery, Bear Lake
Oxford Cemetery, Franklin
Pack River Cemetery, Bonner
Paradise Valley Cemetery, Boundary
Parkview Cemetery, Payette
Parma Cemetery, Canyon
Paul Cemetery, Minidoka
Peck Cemetery, Nez Perce
Pella Ward Cemetery, Cassia
Pine Crest Cemetery, Latah
Pine Grove Cemetery, Idaho
Pine Grove Cemetery, Kootenai
Pine Grove Cemetery, Bonner
Pinecrest Cemetery, Bonner
Pioneer Cemetery, Gooding
Pioneer Cemetery, Owyhee
Pioneer Cemetery, Ada
Pioneer Cemetery, Boise
Pioneer Cemetery, Valley
Pioneer Cemetery, Gooding
Plano Cemetery, Madison
Pleasant Hill Cemetery, Cassia

Pleasant Ridge Cemetery, Canyon
Pleasant Valley Cemetery, Owyhee
Pleasant View Cemetery, Cassia
Preston Cemetery, Franklin
Raymond Cemetery, Bear Lake
Red Elk Cemetery, Nez Perce
Restlawn Memorial Park, Kootenai
Rexburg Cemetery, Madison
Rimrock Cemetery, Kootenai
Ririe Cemetery, Bonneville
Riverside Cemetery, Payette
Riverside Cemetery, Clearwater
Riverview Cemetery, Bingham
Riverview Cemetery, Fremont
Robin Cemetery, Bannock
Rock Creek Cemeteries, Twin Falls
Rock Creek Cemetery, Latah
Rose Hill Cemetery, Bonneville
Rose Lake Cemetery, Kootenai
Ross Fork Cemetery, Bingham
Roswell Cemetery, Canyon
Rupert Cemetery, Minidoka
Russell Cemetery, Lewis
Ruther Cemetery (historical), Minidoka
Saint Anthony Cemetery, Idaho
Saint Johns' Lutheran Cemetery, Latah
Saint Maurus Cemetery, Idaho
Saint Michaels Cemetery, Kootenai
Saint Thomas Cemetery, Kootenai
Sawtooth Cemetery, Blaine
Seneacquoteen Cemetery, Bonner
Shoecraft and Gorman Grave Site, Clearwater
Shoshone Memorial Gardens, Shoshone
Skinner Cemetery, Bear Lake
Spencer Cemetery, Latah
Spink Cemetery, Valley
Squirrel Cemetery, Fremont
Standrod Cemetery, Cassia
Stanley Cemetery, Custer
Stites Cemetery, Idaho
Sugar City Cemetery, Madison
Sunny Cedar Rest Cemetery, Cassia
Sunnyside Cemetery, Nez Perce
Sunset Memorial Gardens Cemetery, Latah
Sunset Memorial Park Cemetery, Twin Falls
Sutton Cemetery, Madison
Swan Valley Cemetery, Bonneville

Sweet Cemetery, Gem
Sweetwater Cemetery, Nez Perce
Tahoe Cemetery, Idaho
Tammany Cemetery, Nez Perce
Targhee Cemetery, Fremont
Taylor Cemetery, Bonneville
Teh LaPa Low Cemetery, Lewis
Terrace Lawn Cemetery, Ada
Teton Cemetery, Madison
Thatcher Cemetery, Caribou
Thomas Riverside Cemetery, Bingham
Three Pines Cemetery, Clearwater
Timmerman Cemetery, Blaine
Treasureton Cemetery, Franklin
Twin Falls Cemetery, Twin Falls
United Cemetery, Shoshone
Victor Cemetery, Teton
View Cemetery, Cassia
Washoe Cemetery, Payette
Weippe Cemetery, Clearwater
Wells Cemetery, Clearwater
Weseman Cemetery, Clearwater
Westmond Cemetery, Bonne
White Bird Cemetery, Idaho
Whitney Cemetery, Franklin
Wild Rose Cemetery, Latah
Wilder Cemetery, Canyon
Wilson Cemetery, Owyhee
Winkler Cemetery, Adams
Winona Cemetery, Idaho
Woodfell Cemetery, Latah
Woodland Cemetery, Bannock
Woodlawn Cemetery, Benewah
Woodville Cemetery, Bonneville
Worley Cemetery, Kootenai
Zion Cemetery, Latah

Memorial Instructions (Veteran)

At my request, _____ has consented to carry out the following arrangements in accordance to my wishes. My Will, dated _____ is located at _____.

The executor I have chosen is: _____.

Preference in burial arrangements:

Ground Burial ___ Mausoleum ___ Cremation ___ Vault ___

Casket ___ Cemetery _____ Lot ___ Space _____

Funeral Home: _____

Reserved interment in family burial plot:

Name _____ Relationship _____

Cemetery _____

Type of service:

Church ___ Funeral chapel ___ Graveside ___ Temple ___ Home ___

Cemetery _____ Chapel _____ Military _____

Clergy _____ Denomination _____

Fraternal Organization _____

Military organization _____ Flag: Yes ___ No ___

Special arrangements (scriptures, hymns, music, flowers)

Requested pallbearers: _____

Clothing: From current wardrobe? Yes ___ No ___

Jewelry: Stays on? Yes ___ No ___

(Return to _____)

Wedding ring: Stays on? Yes ___ No ___

(Return to _____)

Casket:

Material _____ Design _____ Border _____

Inscription _____

Urn:

Material _____ Design _____ Emblem _____

Crypt Letters _____ Design _____ Emblem _____

Crypt Plate _____ Design _____ Emblem _____

Memorial Instructions (Spouse)

At my request, _____ has consented to carry out the following arrangements in accordance to my wishes. My Will, dated _____ is located at _____.

The executor I have chosen is: _____.

Preference in burial arrangements:

Ground Burial ___ Mausoleum ___ Cremation ___ Vault ___
Casket ___ Cemetery _____ Lot _____ Space _____

Funeral Home: _____

Reserved interment in family burial plot:

Name _____ Relationship _____
Cemetery _____

Type of service:

Church ___ Funeral chapel ___ Graveside ___ Temple ___
Home ___ Cemetery Chapel ___ Military _____
Clergy _____ Denomination _____
Fraternal Organization _____
Military Organization _____ Flag: Yes ___ No ___
Special arrangements (scriptures, hymns, music, flowers)

Requested pallbearers: _____

Clothing: From current wardrobe? Yes ___ No ___

Jewelry: Stays on? Yes ___ No ___

(Return to _____)

Wedding ring: Stays on? Yes ___ No ___

(Return to _____)

Casket:

Material _____ Design _____ Border _____

Inscription _____

Urn:

Material _____ Design _____ Emblem _____

Crypt Letters _____ Design _____ Emblem _____

Crypt Plate _____ Design _____ Emblem _____

Veterans Cemetery and Burial Resources

Veterans Administration

There are several Internet-based tools for getting more information about VA burial benefits, national cemetery locations and grave locators at: www.cem.va.gov/burial_benefits/index.asp

The American Legion

You can call one of the American Legion's service officers for free assistance with any questions on VA burial benefits. For the nearest service officer online go to:
www.legion.org/serviceofficers

National Veterans Cemetery

The National Cemetery Administration oversees operation of 131 cemeteries in 39 states and Puerto Rico. Additional information is available at the following:

To find a grave-site go to:
www.gravelocator.cem.va.gov

To download the Grave-site Locator for smart-phones and other mobile devices go to:
www.m.va.gov

Or:
write to U.S. Department of Veterans Affairs
National Cemetery Administration (43A1)
Burial Location Requesting
810 Vermont Ave. NW
Washington, DC 20420
Phone: 1-800-827-1000

The Idaho State Veterans Cemetery

is located at:

10100 Horseshoe Bend Rd.
Boise, Idaho 83714
208. 334.4796
www.veterans.idaho.gov/cemetery

Headstones and Markers

The Department of Veterans Affairs (VA) furnishes upon request, at no charge to the applicant, a government headstone or marker for the unmarked grave of any deceased eligible veteran in any cemetery around the world, regardless of his/her date of death.

For eligible veterans who died on or after Nov. 1, 1990, and whose grave is marked with a privately purchased headstone, VA may also furnish a headstone or marker to supplement the graves or a medallion to be affixed to the privately purchased headstone.

Flat markers in granite, marble and bronze and upright headstones in granite and marble are available. Bronze niche markers are also available to mark columbaria used for internment of cremated remains. The style chosen must be permitted by the officials in charge of the private cemetery where it will be placed.

When burial or memorial is in a national cemetery, state veteran's cemetery or military post/base cemetery, a headstone or marker will be ordered by the cemetery officials based on inscription information provided by the next of kin or an authorized representative.

Spouses and dependents are not eligible for a government-furnished headstone or marker unless they are buried in a national cemetery, state veteran's cemetery or military post/base cemetery.

Note: There is no charge for the headstone or marker itself; however, arrangements for placing it in a private cemetery are the applicant's responsibility and all setting fees are at private expense.

Setting Government Headstones and Markers

Cemetery staff in national military post and military base cemeteries are responsible for setting the headstone or marker at no cost to the applicant. Some state veterans' cemeteries may charge the applicant a nominal fee for setting a government-furnished headstone or marker.

Arrangements for setting a government-furnished headstone or marker in a private cemetery are the applicant's responsibility and all placement costs are at private expense.

Cleaning and Caring for Government Headstones and Markers

The National Park Service's National Center for Preservation Technology and Training completed a study in 2011 to evaluate general cleaning needs of marble government-issued headstones. The findings are found in "Best Practice Recommendations for Cleaning Government-Issued Headstones." For more information, see: ncptt.nps.gov/best-practice-recommendations-for-cleaninggovernment-issued-marble-headstones.

Checking Status of a Headstone, Marker or Medallion Request

If more than 30 days have passed since you or someone assisting you submitted a claim to the VA in Washington, D.C., please call our Applicant Assistance Unit to verify we are in receipt of your claim.

If more than 60 days have passed since submitting your claim and the grave is still not marked, you should contact the cemetery, funeral home or other party responsible for accepting delivery of the headstone, marker or medallion to see if they have received it. If they have not received it, you may call our Applicant Assistance Unit between the hours of 8:00a.m. and 5:00p.m. (ET), Monday through Friday, at 1-800-697-6947.

You may also click on the "Contact Us" link to check the status of your order.

Please Note: The above telephone number is for questions related to headstones, markers and medallions only.

For assistance in obtaining veterans records or for information on other VA benefits, please call your local Department of Veterans Affairs Regional Office at 1-800-827-1000 or click on "Contact Us" above.

Memorial Headstones and Markers

Memorial headstones and markers, for individuals or groups, are furnished for eligible deceased active-duty service members and veterans whose remains are not recovered or identified, are buried at sea, donated to science or whose cremated remains have been scattered.

Memorial headstones and markers may also be furnished in national, military post/base or state veterans cemeteries to eligible spouses whose remains are unavailable for interment, whether or not they predecease the eligible veteran.

These headstones and markers bear an *"In Memory of"* inscription and must be placed in a recognized cemetery.

Memorial headstones and markers for spouses and other dependents are not available for placement in private cemeteries.

VA Form 40-1330, Application for Standard Government Headstone or Marker, must be submitted in order to request a memorial marker.

Useful Phone Numbers

Agencies:

American Legion Idaho.....	208-342-7061
American Red Cross.....	208-947-4357
Elks National HQ.....	773-755-4700
VFW Idaho.....	208-642-9696
Guaranty Corp (Pension Benefits)	800-400-9242
Military Personnel Records.....	314-801-0800
Requesting Military Records.....	866-272-6272
Social Security Admin. (Wash, DC)	800-325-0778
	800-772-1213
Social Security Admin. Boise Office.....	208-321-2900
Veterans Affairs.....	800-894-9497
Assistant Benefit Information.....	800-827-1000
Beneficiaries of Pension Benefits.....	877-294-6380
National Service Life Insurance (NLSI).....	800-660-8487
Servicemen's Group Life Insurance (SGLI).....	800-419-1473
Idaho Assoc. Of County's (County records)	208-345-9126
State of Idaho.....	208-332-1824
	FAX..... 208-345-0379
VA Hospital, Boise.....	208-422-1000
Outpatient Clinics	
Pocatello.....	208-232-6214
Mountain Home	208-580-2001
Salmon.....	208-756-8515
Ponderay (Sand Point).	208-263-0450
Caldwell.....	208-454-4820
Coeur d' Aleane.....	208-665-1700
Grangeville.....	208-983-4671
Idaho Falls.....	208-522-2922
Lewiston.....	208-746-7784
Pocatello.....	208-232-6214
Twin Falls.....	208-732-0959
Vet Center, Boise.....	208-342-3612
Pocatello.....	208-232-6214

Estate Procedures

This section is provided to help veterans and spouses understand the role of an executor (personal representative) in ensuring distribution of assets of a deceased individual are carried out as intended by the deceased and in accordance with the laws of probate. The following information reflects Idaho law. It has been provided for informational purposes only and is not intended to render legal advice. It is not intended to apply to any specific situation. Legal principles discussed can differ in individual situations. Before applying any of this information to your personal use, you should consult an attorney.

Definitions:

Decedent: A deceased person—the person who made the Will.

Estate: All property of a decedent subject to probate. In a tax sense, all items of value owned by decedent at death, whether or not subject to probate.

Intestacy: Pattern of asset distribution when there is no Will.

Letters Testamentary: The document issued by the clerk of the court to evidence the appointment and authority of the personal representative named in decedent's Will. Where there is no Will, this document is called "Letters of Administration."

Personal Representative: Modern term for the person named in a decedent's Will to carry out the instructions in the Will. Historically known as an executor (male) or an executrix (female).

Probate: The legal process by which a decedent's Will is validated and transfer of title to decedent's assets is approved. **Settle:** Refers to "settling" or administering a decedent's estate. It means to take control of a decedent's assets, pay the decedent's debts and taxes and distribute the remaining assets to those entitled under the Will or the law

Definition of a Will: A written declaration of an individual's wishes for the disposition of property after death.

Questions and Answers

Q: What is a personal representative?

A personal representative is the person named in a decedent's Will to carry out the instructions in the Will and to administer (settle) the decedent's estate. Historically, this position was known as an executor (if male) or an executrix (if female). If there is no Will, the personal representative is the person appointed by the probate court to settle the decedent's estate.

The personal representative is a fiduciary, meaning he or she is held to a strict standard of care and propriety in settling the estate. Therefore, there are limitations on what a personal

representative can and cannot do.

Q: How is a personal representative appointed?

A personal representative is appointed by the probate court based on the choices listed in the decedent's Will. The appointment occurs after an application or petition for appointment is filed with the court. Notice is given to family members and the court issues "Letters Testamentary" or "Letters of Administration." A person appointed as a personal representative must accept the position in writing.

Q: What are the duties of a personal representative?

In general terms, a personal representative identifies and collects the decedent's assets, pays the decedent's debts, prepares and files income tax returns and estate tax returns (if required), pays estate taxes (if any) and distributes the remaining assets of the decedent to the persons designated in the decedent's Will or to those entitled by law. This is just a summary of those duties. In addition, there are numerous duties and activities that a personal representative must carry out. Please see listing under "What actions should the personal representative take?"

Even before being appointed, a personal representative may need to:

- Locate the decedent's original Will.
- Confer with the lawyer who will serve as the estate lawyer and arrange for probate of the Will.
- Confer with family members to determine immediate needs.
- Apply for court authority to act as personal representative.

Q: Who can serve as a personal representative?

Any adult who is legally competent (not suffering from mental or legal disability). Husbands, wives, adult children, brothers, sisters, friends and lawyers can be named as personal representatives. It is possible for two or more persons to be named together as personal representatives to serve jointly.

Q: Does a personal representative get paid?

Yes, if payment is requested. Serving as a personal representative is like having a part-time job for several months. As such, personal representatives are entitled to payment for services rendered in administering the decedent's estate. Such fees must be requested by the personal representative and approved by the probate court. Such fees are typically based on the time expended by the personal representative in administering the estate. A personal representative may waive part or all of the fees to which he or she is entitled.

There is no requirement that a personal representative take compensation if he or she does not request it.

Q: How does a personal representative work with the estate lawyer?

The estate lawyer works for the personal representative in settling the estate. Thus, the estate lawyer will handle as many (or as few) details of estate administration as the personal representative requests. Yet it is the personal representative who must decide on all issues and sign important papers. Typically, the estate lawyer prepares all court documents, including the official list of assets (inventory), prepares estate tax returns, deals with the IRS and state taxing authorities, and advises the personal representative on estate issues. In some cases, the personal representative may ask the estate lawyer to handle all details of estate administration.

Q: Must the personal representative pay the costs of estate administration?

Yes, but out of estate assets. The personal representative is not expected to use his or her own funds to pay the costs of estate administration. Properly documented out-of-pocket costs paid by the personal representative can be reimbursed from estate assets.

Q: Are there liabilities from being a personal representative?

There could be. For example, if a personal representative distributes estate assets to family members before the decedent's debts and estate taxes are paid, the personal representative could become personally liable for such debts and taxes. Also, the personal representative would be liable for using estate assets to pay his or her own personal debts. Neglect in performing the duties of the position could also result in liability for the personal representative.

Q: What powers does a personal representative have?

Powers of a personal representative are prescribed by state law, although additional powers could be included in the decedent's Will. Generally speaking, a personal representative has all powers necessary to administer the estate, including the power to sell assets.

Q: What actions should the personal representative take?

Once Letters Testamentary have been issued by the probate court, the personal representative should consult with an estate lawyer and must begin to take action, which may include:

- Notify known creditors of decedent's death.
- Inspect decedent's residence and other tangible property.
- Publish "Notice to Creditors" in local newspaper.
- Obtain Taxpayer Identification Number (TIN) for estate, if necessary.
- Notify IRS of appointment as personal representative (Form 56).
- Provide payers of interest and dividends the name(s) and TIN of the new owner(s).
- Secure decedent's residence (change locks, winterize, hire caretaker).
- Seek out and list all of decedent's assets.
- Cancel decedent's credit cards.
- Establish separate a bank account for estate and carefully track receipt expenditures

of the estate.

- Open and inventory contents of decedent's safe deposit box.
- Take custody and control of decedent's assets.
- Safeguard decedent's assets; place appropriate items in safe deposit box and verify adequate theft and fire insurance.
- Collect sums owed to the decedent.
- Notify life insurance companies and Social Security Administration of decedent's death and file claims for death benefits.
- Prepare and file claims for pension, profit sharing, 401(k) benefits, and veterans' benefit.
- Pay valid debts of decedent.
- Determine extent of homestead allowance, family allowance and exempt property.
- Determine whether estate tax returns should be filed and, if so, prepare and file such returns and pay estate tax due.
- Analyze cash needs for payment of family allowances, decedent's debts and estate taxes.
- Determine how estate taxes should be apportioned or charged against assets attributable from the estate.
- Deal with IRS and state tax authorities to obtain estate tax clearances and, if necessary, represent estate in all disputes (administrative and court) with tax authorities.
- Sell assets as needed for payment of estate expenses, estate taxes or distributions to beneficiaries and heirs.
- Manage assets of the decedent's estate, which may include overseeing a family business or family farm, setting policies for decedent's investment portfolio, collecting rents and lease payments, etc.
- Confer with family members or other heirs and report to them on administration of the estate.
- Prepare and submit detailed accounting to estate beneficiaries or heirs or as required by the probate court.
- Prepare and file personal income tax returns for the decedent for the year of death and pay income tax due.
- Prepare and file income tax returns for the estate during the period of estate administration and pay income tax due.
- Make all choices available under the tax laws for both income estate tax purposes.
- Coordinate with estate lawyer for carrying out the actions required of the personal representative.
- Determine proper distribution of the remaining estate assets.
- Distribute remaining estate assets to designated beneficiaries or heirs, in proper shares.

Wills and Advanced Directives (Living Wills)

Standard Will:

Everyone should be safeguarded by a properly drawn and executed Will. Without a Will, State laws and the courts will have the authority to distribute your assets and, if necessary, to make custody and inheritance decisions on behalf of any minor children or dependents. A proper Will ensures your wishes are protected. Careful selection of an executor is important to guarantee your wishes are carried out. The choice of an independent, trusted third party can relieve immediate family members of the burden of executing a Will at a most stressful time.

The preparation of a Will is not a one-time event. A Will should be reviewed periodically to make certain it reflects such changes as distribution of assets, marital status, dependent status, etc.

Upon death, a Will must be probated by the court. The court must approve the executor and an estate inventory must be prepared and filed. Taxes and debts must be recognized. It may be necessary to obtain the services of an accountant/attorney. It is recommended that an attorney be designated in writing in advance as an aid to the court and the executor.

Note: Homemade or “Do-it-yourself” Wills often do not stand up in court. Regardless of the manner in which a Will is prepared, it is highly recommended that an attorney reviews your final proposed Will.

Living Will and Advanced Directive:

With the constant advances in the field of medicine and the increasing ability to maintain essential bodily functions, legitimate concerns arise about quality of life versus continued existence. The Supreme Court has ruled that persons have a constitutionally supported “right to die” and indicated that a Living Will or a durable power of attorney may be the best way to protect that right.

Several factors are taken into consideration when preparing a Living Will / Advance Directive. They include:

- A. Irreversible causes (i.e., severe brain damage, terminal cancers, etc.)
- B. Reversible causes –
 - 1. Mechanical ventilator
 - 2. Fibrillation
 - 3. Cardiopulmonary resuscitation
 - 4. Feeding
 - 5. IV fluids
 - 6. IV antibiotics
- C. Duration
- D. Comfort measures
- E. Designation of who has primary authority to make decisions on your behalf
- F. Designation of secondary authority
- G. Do you wish to die at home?

In preparing a Living Will / Advance Directive you have the right to refuse treatment you do not want and to request the care you do want. It is highly recommended that you discuss your wishes with family members before preparing a Living Will / Advance Directive. It is especially important to discuss your wishes with the primary and alternate individuals tasked with making decisions on your behalf.

There are several online sources that offer free “fill in the blanks” forms that are tailored to meet the requirements of individual States. An Internet search for “living will” or “advance directive” will provide several options for selection of a current version of forms by State that can be readily downloaded and printed.

It is highly recommended that your proposed Living Will / Advance Directive be reviewed with an attorney or your family physician prior to finalization, and then signed and witnessed in the presence of a certified Notary Public.

A sample of the Advance Health Care Directive accepted by the State of Utah is enclosed. This sample is not intended as a substitute for the most current version. It is strictly a sample and not to be considered current after 10/1/2012.

Advance Health Care Directive

(Or see, Idaho, Title 39, Health and Safety,
39-4515. Health Care Directive Registry)

My personal information

Name: _____
Street Address: _____
City, State, ZIP Code: _____
Telephone: _____
Cell Phone: _____
Birth Date: _____

B. My Designated Agent (If none designated, initial here _____)

Name: _____
Address: _____

Phone: _____
Relationship: _____

C. My Alternate Agent (If my designated agent is unable or unwilling to serve)

Name: _____
Address: _____

Phone: _____
Relationship: _____

D. Agent's Authority

If I cannot make decisions or speak for myself (in other words, after my physician or another authorized provider finds that I lack health care making capacity under section 75. 3b.104 of the Advanced Health care Directive Act), my agent has the power to make any health care decision I could have made such as, but not limited to:

Consent to, refuse or withdraw any health care. This may include care to prolong my life such as food and fluid by tube, use of antibiotics, CPR, and dialysis, and mental health care, such as convulsive therapy and psychoactive medications. This authority is subject to any limits in paragraph F of Part I or in Part II of this directive.

Hire and fire health care providers.

Ask questions and get answers from health care providers.

Consent to admission or transfer to a health care provider or health care facility,

including a mental health facility, subject to any limits in paragraphs E and F of Part I.

Get copies of my medical records.

Ask for consultations or second opinions.

My agent cannot force health care against my will, even if a physician has found that I lack health care decision making capacity.

E. Other Authority

My agent has the powers below ONLY IF I initial the "Yes" option that precedes the statement.

_____ Yes Get copies of my medical records at any time, even when I can speak for myself.

_____ Yes

Admit me to a licensed health care facility, such as a hospital, nursing home, assisted living, or other facility for long term placement other than convalescent or recuperative care.

F. Limits/Expansion of Authority

I wish to limit or expand the powers of my health care agent as follows:

G. Nomination of Guardian

Even though appointing an agent should help you avoid a guardianship, a guardianship may still be necessary. Initial the "Yes" option if you want the court to appoint your agent, or if your agent is unable or unwilling to serve, your alternate agent, to serve as your guardian, if a guardianship is ever necessary.

_____ Yes _____ No

I, being of sound mind and not acting under duress, fraud, or other undue influence, do hereby nominate my agent, or if my agent is unable or unwilling to serve, I hereby nominate my alternate agent, to serve as my guardian in the event that, after the date of this instrument, I become incapacitated.

H. Consent to Participate in Medical Research

_____ Yes _____ No I authorize my agent to consent to my participation in medical

research or clinical trials, even if I may not benefit from the results.

I. Organ Donation

_____ Yes _____ No If I have not otherwise agreed to organ donation, my agent may consent to donation of my organs for the purpose of organ transplantation.

Part II: My Health care Wishes (Living Will)

I want my health care providers to follow the instructions I give them when I am being treated, even if my instructions conflict with these or other advance directives. My health care providers should always provide health care to keep me as comfortable and functional as possible.

Choose only one of the following options, numbered Option 1 through Option 4, by placing your initials before the numbered statement. Do not initial more than one option. If you do not wish to document end-of-life wishes, initial Option 4. you may choose to draw a line through the options that you are not choosing.

Option 1: Initial as selected _____

I choose to let my agent decide. I have chosen my agent carefully. I have talked with my agent about my health care wishes. I trust my agent to make the health care decisions for me that I would make under the circumstances.

Option 2: Initial as selected _____

I choose to prolong life. Regardless of my condition or prognosis, I want my health care team to try to prolong my life as long as possible within the limits of generally approved health care standards.

Option 3: Initial as selected _____

I choose not to receive care for the purpose of prolonging my life, including food and fluids by tube, antibiotics, CPR, or Dialysis being used to prolong my life. I always want comfort care and routine medical care that will keep me as comfortable and functional as possible, even if that care may prolong my life.

If you choose this option, you must also choose (a) or (b) below.

(a) I put no limit on the ability of my health care provider or agent to withhold or withdraw life-sustaining care.

If you chose (a) do not choose any options under (b).

(b) My health care provider should withhold or withdraw life-sustaining care if at least one of

the following initialed conditions is met:

Option 4: Initial as selected _____

I do not wish to express preference about health care wishes in this directive.

Additional instructions about your health care wishes:

If you do not want emergency medical service providers to provide CPR or other life sustaining measures, you must work with a physician or Advanced Practice Registered Nurse to complete an order that reflects your wishes on a form approved by the Department of Health of your state of residence.

Part III: Revoking or changing a Directive I may revoke or change this directive by:

1. Writing "Void" across the form, or burning, tearing, or otherwise destroying or defacing this document or directing another person to do the same on my behalf;
2. Signing a written revocation of the directive, or directing another person to sign a revocation on my behalf.
3. stating that I wish to revoke the directive in the presence of a witness who: is 18 years of age or older; will not be appointed as my agent in a substitute directive; will not become a default surrogate if the directive is revoked; and signs and dates a written document confirming my statement; or
4. Signing a new directive. (If you sign more than one Advance Health care Directive, the most recent one applies.)

Part IV: Making My Directive Legal

I sign this directive voluntarily. I understand the choices I have made and declare that I am emotionally and mentally competent to make this directive.

My signature on this form revokes any living will or power of attorney form, naming a health care agent, that I have completed in the past.

Date: _____

Signature: _____

Name: _____

Address: _____

I have witnessed the signing of this directive, I am 18 years of age or older, and I am not:

1. related to the declarant by blood or marriage;
2. entitled to any portion of the declarant's estate according to the laws of intestate succession of any state or jurisdiction or under any will or codicil of the declarant;
3. a beneficiary of a life insurance policy, trust, qualified plan, pay on death account, or transfer on death deed that is held, owned, made, or established by, or on behalf of, the declarant;
4. entitled to benefit financially upon the death of the declarant;
5. entitled to a right to, or interest in, real or personal property upon the death of the declarant;
6. directly financially responsible for the declarant's medical care;
8. a health care provider who is providing care to the declarant or an administrator at a health care facility in which the declarant is receiving care; or
9. the appointed agent or alternate agent.

Witness signature: _____

Name: _____

Address: _____

Veterans Benefits

Claims for benefits must usually be made within two years from the date of final interment. Veterans' benefits must be applied for—they are not paid automatically. Benefits are lost if not applied for within the required time limit.

Types of benefits available and the criteria for qualification change periodically. It is always best to obtain current information from the Veterans Administration before applying for benefits.

Upon the death of a veteran the surviving spouse or immediate family may apply for a Burial Allowance.

The Burial Allowance is a partial reimbursement of the cost of an eligible veteran's burial and funeral. When the death is not service related, the reimbursement is generally provided in two payments: (1) a burial and funeral expense allowance, and (2) a plot interment allowance.

Amounts payable:

1. Service-related death: For death occurring on or after September 1, 2001, the VA will pay \$2,000. If the veteran is buried in a VA national cemetery, some or all of the cost of transporting the deceased may be reimbursed.
2. Non-service-related death: For death occurring on or after December 1, 2001, the VA will pay up to \$300 toward burial expenses and a \$300 plot interment allowance. If death occurred while the veteran was in a VA hospital or under contracted nursing home care, some or all of the cost of transporting the deceased may be reimbursed.

Eligibility:

You may be eligible for a VA burial allowance if:

1. You paid for a veteran's burial
2. You have not been reimbursed by another government agency or some other source, such as the deceased veteran's employer
3. You were discharged under conditions other than dishonorable

In addition, at least one of the following conditions must be met:

The veteran died because of a service-related disability

1. The veteran was receiving a VA pension or compensation at the time of death
2. The veteran was entitled to receive a VA pension or compensation, but decided not to reduce his/her military retirement or disability pay
3. The veteran died in a VA hospital or while in a VA contracted nursing home

Additional benefits:

1. U.S. Flag - A U.S. flag may be provided to the next of kin or friend of the deceased.
2. Headstone/Marker - A bronze memorial or granite headstone may be provided

Application: You can apply by e-mail at:

www.vba.va.gov/pubs/candp/forms.htm or by completing VA Form 21-530; Application for Burial Allowance. You should be prepared to provide certified copies of the veteran's form DD-214 (Record of Discharge), marriage certificate, death certificate and copies of funeral and burial expenses you have paid. The completed application and supporting documents should be mailed to the nearest VA Regional Office for the State of Idaho located at:

The VA Regional Office
500 W Fort St,
Boise, ID 83702
Phone: (208) 422-1000

Veterans benefits frequently change. To determine eligibility to file a claim you may contact the Idaho Regional Office listed above, or:

The Department of Veterans Affairs 810 Vermont Ave.,
Washington, DC, 20420.
Phone: 1-800-827-1000 or commercial 1-202-273-5400.

For VA grave information: 1-800-697-6947 or e-mail www.va.gov.

Burial and Memorial Benefits and Procedures

The rendering of military funeral honors is a way of showing the nation's deep gratitude to those who, in times of war and peace, have faithfully defended the country. This ceremonial paying of respect is the final demonstration a grateful nation can provide to its veterans' families.

The tradition of providing military funeral honors, in some form, began in ancient Greece and Rome. The funeral honors protocol of today traces its roots to these ancient ceremonies as well as to historical American experience.

As provided by law, an honor guard detail for the burial of an eligible veteran shall consist of not less than two members of the Armed Forces. One member of the detail shall be a representative of the parent branch of service of the deceased veteran. The honor detail will, at the very least, perform a ceremony that includes the folding and presentation of the American flag to the next of kin and the playing of taps. Taps will be played by a bugler, if available, or by electronic recording.

Please note there are so few buglers available today that the military often cannot provide one. Should there be a need, any Dignity Memorial provider can provide an official recording of taps or assist in locating area musicians.

Funeral Honors Eligibility:

- Military members on active duty or in the Selected Reserve.
- Former military members who served on active duty and departed under conditions other than dishonorable.
- Former military members who completed at least one term of enlistment or period of initial obligated service in the Selected Reserve and departed under conditions other than dishonorable.
- Former military members discharged from the Selected Reserve due to a disability incurred or aggravated in the line of duty.

Verifying Eligibility:

The preferred method for verifying eligibility is the form DD-214, Certificate of Release or Discharge from Active Duty. If the form DD-214 is not available, any discharge document showing other than dishonorable service can be used. The form DD-214 may be obtained by filling out a Standard Form 180 and sending it to:

National Personnel Records Center (NPRC) 9700 Page Blvd.
St. Louis, MO 63132

The Standard Form 180 may be obtained from the National Records Center or via the Internet at:

archives.gov/research/order/standard-form-180.pdf or:
eBenefits.va.gov

Requesting Military Funeral Honors

Families of eligible veterans can request funeral honors through their funeral director. The funeral director will contact the appropriate Military Service to arrange for the funeral honors detail.

Veteran organizations such as the VFW, SFA, RMA, National Guard, reserve units or the American Legion may assist in military funeral honors. They may be able to provide a firing squad, pallbearers, flag folder/presenter and possibly a bugler/bagpiper.

Presidential Memorial Certificate

The presidential memorial certificate is an engraved paper certificate signed by the current

president to honor the memory of an honorably discharged deceased veteran.

The program was initiated in March 1962 by President John F. Kennedy and has been continued by all subsequent presidents. Statutory authority for this program is Section 112, Title 38, United States Code of Federal Regulations.

The Veterans Administration administers the program by preparing the certificates that bear the president's signature expressing the country's grateful recognition of the deceased veteran's service in the United States Armed Forces.

Eligible recipients include the deceased veteran's next of kin and loved ones. More than one certificate may be provided.

Eligible recipients, or someone acting on their behalf, may apply for a presidential memorial certificate at any VA regional office or by U.S. Mail only. Requests cannot be sent by e-mail. There is no form to use when requesting a PMC, therefore it is important to provide a return mailing address and a copy of the veteran's form DD-214 (Record of Discharge) when applying to the VA regional office.

Links for Veterans Services

Use these health support services to maintain your physical and mental wellness:

Health Benefits - www.va.gov/healthbenefits

Start here to learn what VA health benefits you are eligible for and to apply for care.

Helpful Phone Numbers

Health Benefits: 877-222-VETS (8387)

Other VA Benefits: 800-827-1000

Homeless Services: 877-424-3838

Compensated Work Therapy - www.cwt.va.gov

A vocational rehabilitation program to match and support work-ready veterans in competitive jobs.

Disease Prevention - www.prevention.va.gov

Advocating for health promotion, disease prevention and health education for our nation's Veterans.

Geriatrics & Extended Care - www.va.gov/geriatrics

Geriatric and extended care services for Veterans including non-institutional and institutional options.

Homeless Services - www.va.gov/homeless

To end Veteran homelessness within the next five years, VA offers a variety of resources, programs and benefits to assist Veterans who are homeless.

Mental Health - www.mentalhealth.va.gov

Maintaining and improving the health and well-being of Veterans through excellence in health care, social services, education and research.

My HealtheVet - www.myhealth.va.gov

Anywhere, anytime Internet access to VA health care information and services.

National Center for Post-Traumatic Stress Disorder - www.ptsd.va.gov

VA's center of excellence for research and education on the prevention, understanding and treatment of post-traumatic stress disorder.

Readjustment Counseling (Vet Centers) - www.vetcenter.va.gov

Offers services to Veterans and their families to aid their successful transition from military to civilian life.

Rural Health - www.ruralhealth.va.gov

Improving access and quality of care for Veterans living in rural areas.

Substance Abuse Programs - www.mentalhealth.va.gov/substanceabuse.asp

Treatments addressing problems related to substance abuse, from unhealthy use of alcohol to life-threatening addictions.

Veterans Crisis Line - veteranscrisisline.net

The Veterans Crisis Line (Dial 1-800-273-8255 and press 1) is a toll-free, confidential phone support line that connects Veterans in crisis and their families and friends with qualified, caring VA responders.

Women Veterans Health Care - www.womenshealth.va.gov

Implementing positive changes in providing care for all women Veterans.

Veterans Administration Forms

The following list of forms are most frequently needed by survivors to apply for benefits. This list is not intended to be all-inclusive. Obtaining these forms and filling in as much information as possible in advance of the death of a veteran can be a significant step toward completing the application process in a timely manner. These forms are readily available at the VA forms website at: www.va.gov/vaforms/search.

Form 21-530 - Application for Burial Benefits

Form 21-534 - Application for DIC, Death Pension & Accrued Benefits by Surviving Spouse or Child (F)

Form 21-535 - Application for Dependency and Indemnity Compensation by Parent(s), including Accrued Benefits and Death Compensation When Applicable

Form 40-1330 - Application for Standard Government Headstone or Marker

Form 21-4138 - Statement in Support of Claim

Form 22-5490 - Dependents' Application for VA Education Benefits (Under Provisions of chapters 33 and 35, of title 38, U.S.C.)

Form 21-8416 - Report of Medical, Legal, and Other Expenses Incident to Recovery for Injury or Death

It is highly recommended that you obtain a copy of the VA Pamphlet 80-12-1– Federal Benefits for Veterans, Dependents and Survivors. This is an overview of veterans' benefits that goes beyond the scope of survivor's benefits.

Social Security Benefits

In the event of the death of an individual who has paid in to the Social Security system long enough to qualify for Social Security, there are certain benefits available to survivors. Social Security benefits must be applied for—they are not paid automatically.

A lump sum death benefit of \$255 (as of 10/1/2012) can be paid to the surviving spouse or qualifying children of the deceased. The surviving spouse must have been living in the same household as the deceased at the time of death. In the event of no surviving spouse, children of the deceased who were receiving Social Security benefits or were qualified to be receiving Social Security benefits are eligible for the death benefit.

To apply for the death benefit it is necessary to contact a local Social Security office or call 1-800-772-1213. You may also write to the Social Security Administration, Baltimore, MD 21238.

If a veteran who is qualified for Social Security dies, the surviving spouse or qualifying children may be eligible for monthly survivor benefits. You should contact the Social Security Administration at one of the points above to determine eligibility.

To facilitate filing a claim with the Social Security Administration you should be prepared to submit the following documents along with the application:

- Certified death certificate
- Form DD-214, Veteran's Discharge Record
- Social Security Card/Number of deceased
- Birth certificate of applicant
- Birth certificate of the deceased
- Marriage certificate
- Birth certificates of qualifying children
- Proof of support if applicant is a parent

Dependency and Indemnity Compensation

Dependency and Indemnity Compensation (DIC) is a monthly benefit paid to eligible survivors of certain deceased veterans. The following is a summary of this important benefit:

Eligible Survivors:

DIC is a monthly benefit paid to eligible survivors of the following:

- Military service member who died while on active duty, OR
- Veteran whose death resulted from a service-related injury or disease, OR
- Veteran whose death resulted from a non-service-related injury or disease, and who was receiving or was entitled to receive VA Compensation for service-connected disability that was rated as totally disabling o for at least 10 years immediately before death, OR o since the veteran's release from active duty and for at least five years immediately preceding death, OR o for at least one year before death if the veteran was a former prisoner of war who died after September 30, 1999.

DIC Eligibility:

The surviving spouse is eligible if he or she:

- validly married the veteran before January 1, 1957, OR
- was married to a service member who died on active duty, OR
- married the veteran within 15 years of discharge from the period of military service in which the disease or injury that caused the veteran's death began or was aggravated, OR
- was married to the veteran for at least one year, OR
- had a child with the veteran, AND
- cohabited with the veteran continuously until the veteran's death or, if separated, was not at fault for the separation, AND
- is not currently remarried.

Note: A surviving spouse who remarries on or after December 16, 2003, and on or after attaining age 57, is entitled to continue to receive DIC.

The surviving child(ren) if he or she is:

- unmarried AND
- under age 18, or between the ages of 18 and 23 and attending school full time.

(Note: Certain helpless adult children are entitled to DIC. Call the tollfree number for the eligibility requirements for those survivors.) The surviving parents may be eligible for an income-based benefit. See our fact sheet, Parents' DIC or call 1-800-827-1000 for more information.

Dependency and Indemnity Compensation are paid to a surviving spouse at the monthly rate.

Note: If the veteran's death was before January 1, 1993, you should check out the DVA DIC Payment Tables.

Additional Allowances:

- If at the time of the veteran's death, the veteran was in receipt of or entitled to receive compensation for a service-connected disability rated totally disabling (including a rating based on individual unemployability) for a continuous period of at least eight years immediately preceding death AND the surviving spouse was married to the veteran for those same eight years.
- Additional per child for each dependent child under age 18
- If the surviving spouse is entitled to aid and attendance (A&A).
- If the surviving spouse is entitled to Housebound

DIC apportionment rates approved by the Under Secretary for Benefits will be the additional allowance received for each child.

Whenever there is no surviving spouse of a deceased veteran entitled to dependency and indemnity compensation, dependency and indemnity compensation shall be paid in equal shares to the children of the deceased veteran, monthly rates divided by the number of children:

1. one child
2. two children
3. three children
4. more than three children
5. each child in excess of three.

You can apply by filling out VA Form 21-534 (Application for Dependency and Indemnity Compensation, Death Pension and Accrued Benefits by a Surviving Spouse or Child) and submitting it to the VA regional office that serves your area. Call the toll-free number below for information about supporting materials that VA may need to process your claim.

For more information, call 1-800-827-1000.

Survivor Benefit Plan

When a military retiree dies, his/her retirement pay stops. This means the surviving spouse will be left without a substantial income source. If you are a retiree you need to give serious thought as to how you can protect your spouse from the hardships caused by the loss of your retirement pay.

One option available to you is the Survivor Benefit Plan. The SBP is an insurance plan that will pay your surviving spouse a monthly payment (annuity) to help make up for the loss of your retirement income. The plan is designed to protect your survivors against the risks of:

- Your early death,
- Your survivor outliving the benefits, and
- Inflation.

Participants in the Uniformed Services Survivor Benefit Plan for retired military members now have a new milestone to mark on their calendars.

Effective October 1, 2008, SBP participants who reach 70 years of age and have made 360 payments (30 years), will no longer have to pay premiums for continued SBP coverage and will be placed in "Paid-up SBP" status

How SBP Works:

At retirement, full basic SBP for spouse and children will take effect *automatically* if you make no other valid election. You may not reduce or decline spouse coverage without your spouse's written consent. This means you will have to have your spouse's input in the decision and his or her signature is required. You may choose coverage for a former spouse or, if you have no spouse or children, you may be able to cover an "insurable interest" (such as a business partner or parent).

NOTE: Survivors should report retiree deaths to the DFAS casualty office at 1-800-321-1080. Faxes can be sent to the office at 1-800-469-6559.

If you elect to participate in the SBP you will be required to pay a monthly premium. SBP Premiums and benefits are based on the "base amount" or benefit level that you elect. Your base amount can be any amount from full coverage down to as little as \$300 a month. Full coverage is based on your full retired pay meaning your spouse will receive 55 percent of your retirement pay. If you select lesser coverage, your spouse will receive 55 percent of your elected "base amount."

Note: A surviving spouse's SBP annuity is no longer reduced when they reach age 62 and become eligible for Social Security. The Social Security offset was phased out in 2008, thus eliminating the need for the SSBP.

Coverage Available:

There are several categories of beneficiaries from which a member may choose to provide an annuity under SBP. The categories are:

Spouse Only:

Eligibility for this category requires that a surviving spouse be a widow or widower who was married to a retiree at the time of his or her enrollment; or, if not married at the time of enrollment, was married to the deceased retiree for at least one year prior to the retiree's death; or, if not married at time of enrollment and was not married to the deceased retiree for at least one year prior to death, was the parent of issue by that marriage.

Spouse coverage applies not only to the spouse a member has at time of enrollment but also automatically to any subsequent spouse the member might acquire, unless the member elects to decline coverage for a subsequent spouse within one year of the date of marriage (concurrence of the subsequent spouse is not required, but that spouse will be notified of the member's declination).

Spouse (or Former Spouse) and Child:

SBP protection under this category is expanded to cover an eligible child or children if there is no surviving spouse, or if a surviving spouse subsequently dies or becomes ineligible to receive benefits because of remarriage before the age of 55. Thus, if there is a divorce or if

the spouse dies before the retiree, the full SBP annuity will be paid to the eligible surviving child or children in the same manner as if the member had elected 'Child Only' coverage.

Child Only:

This option provides an annuity only for dependent children regardless of whether a member is married or not at time of enrollment (although a married members spouse must concur with a child only election). Children remain beneficiaries until age 18 or age 22 if a full-time, unmarried student.

Children mentally or physically incapable of self-support remain eligible, while unmarried, for as long as the incapacitation exists. A member with no dependent children at time of eligibility to elect coverage may elect coverage for a child subsequently acquired, but the child must be added within one year of being acquired (born, adopted, etc.).

Former Spouse:

A member who has a former spouse upon becoming eligible to elect a survivor annuity may elect coverage for a former spouse. If the member has more than one former spouse, the member must specify which former spouse is being covered. An election for a former spouse prevents payment of an annuity to a current spouse.

A former spouse who was not a member's former spouse on the date a member became eligible to participate in SBP must have been married to the member for at least one year in order to be named as a former spouse beneficiary.

Person with an Insurable Interest:

A member who does not have a spouse or dependent child when eligible to make a program election may elect to provide coverage for a person with an insurable interest in the member. The Department of Defense defines an insurable interest as "a natural person with an insurable interest who has a reasonable and lawful expectation of financial benefit from the continued life of the participating member, or any individual having a reasonable and lawful basis, founded upon the relation of parties to each other, either financial or of blood or affinity, to expect some benefit or advantage from the continuance of the life of the retired member." If the election is for a person who is more closely related than a cousin, no proof of financial expectation is required.

An election for insurable interest coverage for someone other than a dependent (as described in 10 U.S.C. 1072(2)), made by a member retiring on or after November 24, 2003, under a military disability provision, who dies within one year after being retired due to a cause related to the disability for which retired, shall be voided. Any premiums paid for that coverage will be paid to the person to whom the annuity would have been paid.

**VETERANS ADMINISTRATION, PHONE NUMBERS, ADDRESSES AND
PUBLIC LISTINGS.**