



March 2017

Dear Retirees:

Planning for the end of our life is not easy to do. Many of us avoid thinking about these issues. It is not easy to face, but we can leave a special gift to our spouse, partner or other important people in our lives by organizing our affairs, expressing our wishes and providing assistance for handling end of life matters. The PURA Benefits Committee has developed the following tools to aid you in making this gift to your survivors.

ORGANIZING MY AFFAIRS

Your survivors will want and appreciate your input and guidance in handling your end of life affairs. “Organizing My Affairs” is a tool to assist you in gathering the information that the person responsible for managing your estate will need. You may also contact your accountant, attorney or funeral director, who may be able to provide you with similar materials. We encourage you to complete these materials, keep them updated, keep them in a safe place and share them with those who will be responsible for managing your affairs. Your loved ones responsible for managing your estate will be able to do so efficiently and in accordance with your wishes.

WHAT TO DO WHEN A LOVED ONE PASSES AWAY—A SURVIVOR’S CHECK LIST

The hours and days following the loss of a loved one are very difficult. There are many things requiring the attention of the surviving family. Often, we hear them asking - What should I be doing? When should I be doing it? This checklist is intended to provide guidance to the survivor and give them assistance in answering these questions.

HELPFUL CONTACT INFORMATION

Your survivors will need help in knowing who they will need to contact and how to contact them. The information they will need, based on the experience of several PURA members, is provided by this document.

How may you obtain these tools? All three are available on the PURA website www.purdue.edu/retirees. You can print them for your use and your loved one’s use. “Organizing My Affairs” is a PDF document. You can complete the document on line, print it or store it electronically. If you complete the document in this way, it is very easy to update as situations in your life change. There are instructions on the PURA website that will assist you in using the PDF capabilities. For those, who do not use computers, you may obtain copies of these tools by calling Human Resources (765) 494-2222. You have options - electronically or by paper. There is one option we don’t have. We will not be able to avoid it. Our survivors will one day need these tools. We encourage you to use them and keep them up to date. Your survivors will be able to handle your final affairs in accordance with your wishes. They will thank you!

Peace be with you and your loved ones!

Purdue University Retirees Association/Benefits Committee