



PARISH CHECKLIST FOR REPORTING DECEASED MEMBERS

- Report Deceased member on the national database portal

- Or, report deceased members via Canada Post to National office using Form #505 from the National website <https://www.cwl.ca/forms/>

- Enter the information of the deceased member on the *Parish Chart for Reporting Deceased Members in Ontario*

- Quarterly, email the diocesan faith chairperson your list of deceased members on the deceased members form **“Parish Chart for Reporting Deceased Members in Ontario”**

- The diocesan faith chairperson may contact you for clarification on spelling of deceased members when completing the final deceased members list for the diocesan Book of Life

- Enter the name on the Parish Plaque or Book of Life