## Summary

The actions to be taken when hearing of the death of a member, depend on the membership class and living arrangements. In the examples below, Anne has died. Examine Anne’s membership record and follow the relevant paragraph below.

## Anne is an Individual member, not sharing an address

Set Anne’s **Status** to *Deceased*. Save.

## Anne is an Individual member, sharing an address with Bill

Go to Bill’s membership record and set his **Share address with** to *no-one*. Save. Return to Anne’s record and set her **Status** to *Deceased*. Save.

## Anne is a Joint member with Bill

Go to Bill’s membership record and set his **Share address with** to *no-one* and **Class** to *Individual*. Save. You will get a warning message – acknowledge it and continue. Return to Anne’s record and set her **Status** to *Deceased*. Save.