



**People's Memorial**  
A s s o c i a t i o n  
Funeral Advocacy & Education since 1939

## ***Document Storage Service***

People's Memorial Association (PMA) established a Document Storage Service to hold digital copies of funeral planning paperwork in response to requests made by members. For a one-time fee of \$25 per member, PMA will scan and hold as many of your funeral documents as necessary for access by the funeral home of your choice at time of death. You may submit updated documents for storage at no charge. The original documents will be returned to you. PMA contracted funeral homes will be able to request your funeral documents at time of death to expedite your cremation or burial arrangements. Up until death, an electronic copy of your documents will be securely held. **This service offers a way in which you are assured your wishes are honored.**

**PMA is able to store any funeral related documents** such as the Disposition Authorization form, Designated Agent form, Life Insurance policies, or military discharge papers.

If you choose to purchase life insurance from The Co-op Funeral Home of People's Memorial to fund your final arrangements, the \$25 fee for document storage will be waived.

### **To sign up for the document storage service:**

1. Complete the "Digital Storage of Funeral Planning Paperwork" form
2. Submit the form with your original completed funeral documents
3. Submit payment of \$25 either by check or credit card.

Please only submit current forms. If you need new funeral planning forms, visit [www.peoplesmemorial.org](http://www.peoplesmemorial.org) or call the office to request copies to be mailed at 206-325-0489.

**If your choice of arrangements should change, you must notify PMA in writing or the contracted funeral homes will rely on the documents PMA has on hand.**

Currently, PMA has more than 20 contracted funeral homes throughout Washington State. This process assures that regardless of which funeral home you choose, the documents will be available to expedite your arrangements and assure your wishes are carried out.

People's Memorial Association is a nonprofit organization that has been providing funeral advocacy and education to Washington State families since 1939.

Digital Storage of Funeral Planning Paperwork  
People's Memorial Association

**My Information**

Legal Name: \_\_\_\_\_  
*First Middle Last*

Address: \_\_\_\_\_  
*Street City State Zip*

PMA Membership Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Prepayment Information (if any)**

None  Pay-on-Death Acct:  Bank \_\_\_\_\_ Beneficiary \_\_\_\_\_

Forethought Life Ins  American Memorial Life Ins  Other \_\_\_\_\_

**Next-of-Kin or Designated Agent Contact Information**

Legal Name: \_\_\_\_\_  
*First Middle Last*

Address: \_\_\_\_\_  
*Street City State Zip*

Preferred Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment**

**\$25 fee for the scanning and storage of each person's set of documents.**  
**Checks payable to People's Memorial Association.**

Payment Type: Visa  MasterCard  Discover  Fee waived with purchase of Insurance

Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

**Authorization**

I hereby authorize People's Memorial Association (PMA) to digitally scan and retain a copy of my funeral planning documents for access by the funeral home of my choice at the time of my death. I acknowledge that PMA will at all times follow generally accepted procedures to protect the privacy and confidentiality of my information. However, I agree to hold PMA harmless should there be any breach of privacy or confidentiality despite good-faith efforts by PMA to prevent such breach. If I should at any time desire to change my funeral plans, I may either submit a new set of documents and/or request in writing that PMA destroy my documents on file. I agree to hold PMA harmless and its contracted funeral homes and other providers for relying upon the documents on file when PMA has not received written notice of my written changes to my funeral plans. I agree that the terms of this Authorization shall be binding on my family, heirs, personal representatives, designated agents, successors, assigns, and estate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Documents Received: Disp Auth  Military Disch  Des Agnt  Disp Auth by NOK  Fortht Lf Ins Plcy

Other Life Ins Policy  \_\_\_\_\_ Other  \_\_\_\_\_

Signatures  Pmnt Recv'd  Docs Scann'd  Docs Readable  Membr Recrd Updatd  Docs Returned