

## **Is there something I can do to indicate that a Contact is deceased?**

Version 4.0C7 and higher

You can indicate that a contact is deceased and you can also set Stop Mail for this contact so that no mailings get printed for this contact when doing mass mailings.

Please follow these steps:

1. In Contacts, bring up the record for your deceased person.
2. Click the Biography button on the right-hand side, about halfway down the page.
3. On the Biography screen, click Edit.
4. Find the section for Deceased, at the bottom of the first column. Check the box to indicate this person is deceased, and enter the Date the contact passed away (if known). Click Save.
5. At the top left of the Contact screen, you should see a large orange flag that says "Deceased".
6. To mark this person for Stop Mail, so they do not receive any mailings, click Edit on the Contact screen. Then check the box for Stop Mail on the top right side of the screen. Then click Save. The word "Stop Mail" should turn red on their record.
7. This contact will appear on the Fixed List called "Stop Mail" on the Lists & Labels screen. When you print mailings, they will not have anything printed for them, unless you choose the option for "Include Contacts with Stop Mail" on the Lists & Labels screen.

If you have any questions, please contact our Support Office at (800)562-6080. Thank you for using PastPerfect!