

# Northern New York Newspapers Corp.

## **Obituary Submission Procedures**

- 1.) Submit a written obituary via e-mail to [obits@wdt.net](mailto:obits@wdt.net) or the newsroom fax at (315) 661-2523. Obituaries must be received no later than 5 p.m. for the following day's paper.
  
- 2.) In the e-mail, indicate which newspapers you would like the obituary to be published in.
  
- 3.) Wait for a proof and the cost to be e-mailed or faxed back from the paper.
  
- 4.) Approve the proof and cost or make changes.
  
- 5.) Provide a credit card for billing to our business office by calling (315) 661-2319. Our business office is open from 8 a.m. to 5 p.m. Monday through Friday. OR fax the Credit Card Authorization form, available online on the Obituary page, to (315) 661-2417