

ABOUT THE LETTER CARRIER:

Full name: _____

Date of birth: _____

Employee I.D. number: _____

Social Security Number: _____

Retirement System: CSRS FERS

Federal Employees' Group Life Insurance

Yes No

If yes, amount: \$ _____

If yes, beneficiary: _____

Branch of military service and time period, if applicable: _____

Policy number if you have an NALC MBA policy: _____

Location of will: _____

Spouse/survivor's name and address:

Children's names and birthdates:

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When an active letter carrier dies...

Step-by-step instructions for survivors to notify appropriate entities and apply for federal benefits

To assist our members and their families following the death of an active letter carrier the NALC Retirement Department has provided the guidelines in this brochure.

NALC members can help ease the burden of their survivors by completing the personal information section on the back of this brochure.

The steps to be taken when an active letter carrier dies are as follows:

1 Notify the employee's immediate supervisor, postmaster and Human Resources Shared Service Center – (HRSSC) at 877-477-3273. It is not necessary to have a death certificate to do so.

HRSSC will advise of any benefits payable, and of the right to apply for them. They will provide and render assistance in completing the *Application for Death Benefits* under the employee's retirement

system, *Claim for Death Benefits-Federal Employees' Group Life Insurance*, (also known as FEGLI); and *Claim for Unpaid Compensation*.

2 Notify the Thrift Savings Plan (TSP) at 877-968-3778.

3 Notify the letter carrier's NALC branch.

4 If the employee was a veteran, notify the Veterans' Administration at 800-827-1000.

5 Call the Social Security Administration at 800-772-1213.

6 Notify banks and other financial institutions.

7 Notify insurance companies (life, health, home, automobile, etc.).

8 If the employee had a policy with NALC's Mutual Benefit Association, call 202-638-4318 or write to MBA, 100 Indiana Ave. NW, Washington, DC 20001-2144.

9 If the employee had health insurance through the NALC Health Benefit Plan, call 888-636-6252. If the employee had health insurance through another FEHB plan, call the phone number on the back of the insurance card. Health benefit coverage for a surviving spouse and dependent children continues automatically if the employee had family coverage at the time of death and if a monthly survivor annuity is payable.

10 Obtain a sufficient number of death certificates for your needs.

National Association of Letter Carriers Retirement Department

Toll-free 800-424-5186 Monday, Wednesday and Thursday from 10-12:00 and 2-4:00, Eastern Standard Time.

The NALC Retirement Department can also be reached Monday – Friday from 9-4:30 at 202-393-4695; however, long distance charges may apply.