

## What to do when an active letter carrier dies...

1. Notify employee's immediate supervisor/postmaster.
2. Notify the secretary-treasurer of the National Rural Letter Carriers' Association and the state secretary of the state RLCA where the deceased was a member. Give the Social Security number/EIN of the deceased employee.
3. If the deceased employee was in receipt of a benefit payment from the U.S. Department of Veterans' Affairs (VA), you may notify the VA by calling (800) 827-1000. Spouses may also be entitled to VA death benefits and assistance.
4. Notify local banks and/or postal credit unions.
5. Notify the Social Security Administration at the local office.
6. Contact insurance companies for policies on life (if Provident Guild, write Secretary-Treasurer, PO Box 105, Minster, OH 45865-0105; if Federal Employees' Group Life Insurance, contact local personnel office; if NRLCA Life Insurance, contact 1630 Duke St., Alexandria, VA 22314-3467), hospitalization (if NRLCA, write Rural Carrier Benefit Plan, 1630 Duke St., Alexandria, VA 22314-3467), house and automobile (if National General Insurance, contact 13736 Riverport Drive, Maryland Heights, MO 63043; Tel: 1-855-752-8477 for current policyholders; or your local insurance carrier).
7. Notify the Internal Revenue Service and state income tax department.
8. Check for safety deposit box and instructions.
9. Change name on all important papers to surviving party's name.
10. Notify supervisor/postmaster/employees/State Association of the time and place of memorial service.
11. Have the funeral director obtain enough death certificates for your needs. He/she can advise how many.
12. Give supervisor/postmaster any items belonging to the Postal Service.
13. Papers to fill out (available in some post offices from personnel section or [www.OPM.gov](http://www.OPM.gov)):
  - SF 2800 Application for Death Benefits (CSRS) OR SF 3104 and SF 3104B (FERS)
  - SF 1153 Claim of Designated Beneficiary for Unpaid Compensation
  - SF 155 Claim for Unpaid Compensation, No Designated Beneficiary
  - FE 6 Claim for Benefits, Federal Employees Group Life Insurance
14. Check with personnel section or postmaster for annuity for yourself and any minor children.
15. If a present marriage, secure marriage license.
16. If a previous marriage, secure divorce papers.
17. If the cause of death is due to a job-related injury, the Office of Workers' Compensation Programs (OWCP) will pay up to \$1,000 in burial expenses, minus any amount the VA pays.
18. In the case of job-related death, the survivor may also apply for an annuity from the OWCP. He/she may then choose the higher amount, but there are precautions that you need to discuss with personnel or the union on this subject.
19. As a surviving spouse, you are eligible to continue receiving the NRLCA magazine. Contact your state secretary to see if the state pays for subscriptions. If it does not, you can mail a check for \$20 to the NRLCA to continue receiving the magazine.
20. Note: A will should be seriously considered. If there is no will, an executor must be named and an expensive court action could result.

## KEEP!

# What to do when a retired letter carrier dies...

### 1. The survivor should notify:

For the Civil Service Retirement System (CSRS) or Federal Employees' Retirement System (FERS):

Office of Personnel Management

PO Box 45

Boyers, PA 16017-0045

Tel: 1-888-767-6738

<https://apps.opm.gov/retire/death/death.cfm>

When writing/speaking to the Office of Personnel Management, you should request:

SF 2800      Application for Death Benefits (CSRS) **OR** SF 3104 and SF 3104B (FERS)

FE 6          Claim for Benefits, Federal Employees' Group Life Insurance

Include the deceased employee's name, CSA number, your name and signature. Fill out the forms and attach a copy of the employee's death certificate and a copy of the certificate of the marriage to the widow or widower. Send the completed application to: Office of Personnel Management

Retirement Operations Center

ATTENTION: Death Claims Section

Boyers, PA 16017-0045

**Survivor annuities are not paid automatically. They must be applied for.**

Return any checks addressed to the deceased employee to the address of the Treasury Department on the envelope in which they were mailed.

2. Notify the secretary-treasurer of the National Rural Letter Carriers' Association and the state secretary of the state RLCA where the deceased was a member. Give the Social Security/CSA number of the deceased employee.

3. If the deceased employee was retired from military service, notify the commanding officer of the nearest military installation.

4. If the deceased employee was in receipt of a benefit payment from the U.S. Department of Veterans Affairs (VA), you may notify the VA by calling (800) 827-1000. Spouses may also be entitled to VA death benefits and assistance.

5. Change deceased employee's name to survivor's name on all important papers.

6. Notify insurance companies for policies on life (if Provident Guild, write Secretary-Treasurer, PO Box 105, Minster, OH 45865-0105; if Federal Employees' Group Life Insurance, contact local personnel office; if NRLCA Life Insurance, contact 1630 Duke St., Alexandria, VA 22314-3467), hospitalization (if NRLCA, write Rural Carrier Benefit Plan, 1630 Duke St., Alexandria, VA 22314-3467), house and automobile (if National General Insurance, contact 13736 Riverport Drive, Maryland Heights, MO 63043; Tel: 1-855-752-8477 for current policyholders; or your local insurance carrier).

7. Notify the Social Security Administration.

8. Notify the Internal Revenue Service and state income tax department.

9. Notify local bank(s) and/or credit unions.

10. Check safety deposit box and instructions.

11. Have funeral director obtain the appropriate number of death certificates needed. He/she can advise how many.

12. If presently married, secure marriage license.

13. If previously married, secure divorce papers.

14. If the cause of death is due to a job-related injury, the Office of Workers' Compensation Programs (OWCP) will pay up to \$1,000 burial expenses, minus any amount the VA pays.

15. In the case of job-related death, the survivor may also apply for an annuity from the OWCP. He/she can then choose the highest annuity.

16. Notify the local post office where the employee worked and RLC State Association concerning the memorial services.

17. As a surviving spouse, you are eligible to continue receiving the NRLCA magazine. Contact your state secretary to see if the state pays for subscriptions. If it does not, you can mail a check for \$20 to the NRLCA to continue receiving the magazine.

18. Note: A will should be seriously considered. If there is no will, an executor must be named and an expensive court action could result.