



UNITED STATES LETTER CARRIERS MUTUAL BENEFIT ASSOCIATION
100 Indiana Avenue, N.W. Suite #510
Washington, D.C 20001-2144
(202) 638-4318

WHAT TO DO IN CASE OF RETIRED CARRIER'S DEATH

1. Notify Office of Personnel Management (OPM), Retirement Programs, Employee Service and Records Center, Boyers, PA 16017. In your letter include: full name of deceased; exact date of birth; exact date of death; CSA claim number; address, relationship and signature of person entitled to survivor benefits.
2. For quicker action, provide the above information to NALC's Director of Retired Members, 100 Indiana Ave., N.W., Washington, DC 20001, or call toll-free 800-424-5186 Monday, Wednesday, or Thursday, 10 a.m. – noon and 2 – 4 p.m. (Eastern time). NALC will alert OPM so that survivor benefits will commence as quickly as possible, and will send you Forms SF 2800 – application for death benefit, survivor annuity; and FE 6 – claim for benefits, Federal Employees Group Life Insurance. *Remember that survivor annuities are not paid for automatically. You must apply to OPM to receive benefits.*
3. Return any uncashed annuity checks to the address on the accompanying Treasury Department envelope. If payments are made directly to a financial institution, notify it of the retiree's date of death and request that any future checks be returned to the Treasury Department.
4. Contact the following for possible accounts or benefits:
 - a. The local NALC union office;
 - b. If veteran, the Veteran's Administration local office and the commanding officer of local military installation;
 - c. Local bank or other financial institutions;
 - d. Social Security Administration local office;
 - e. Insurance companies for policies on life (if USLC Mutual Benefit Association, write 100 Indiana Ave. N.W. Room 510, Washington, DC 20001 or call 202-638-4318; if Federal Employees Group Life Insurance, contact local personnel office); hospitalization (if NALC Health Benefit Plan, write 20547 Waverly Court, Ashburn, VA 22093 or call 703-729-4677); house; and automobile;
 - f. Internal Revenue Service local office;
 - g. Thrift Savings Plan (504-255-6000; TDD: 504-255-5113).
5. Change name on important papers to survivor's name.
6. Have mortuary officials obtain enough certified death certificates for your needs (they can advise how many).
7. Gather miscellaneous necessary papers such as birth certificate, marriage license, divorce decree, death certificates of deceased children or spouses or other documents establishing identity of relationship of survivor.

NOTE: IF SPOUSE OF RETIRED CARRIER DIES, call NALC retirement office to obtain the forms to: restore annuity to full amount; switch health coverage from family to self (unless dependent children); change beneficiary of government life insurance.