

NALC BRANCH 324
A SURVIVOR'S GUIDE TO COLLECTING BENEFITS
FOLLOWING THE DEATH OF A LETTER CARRIER

Information needed prior to making the necessary contacts

Carrier Information:

Full Name

For an Active Carrier: Employee Identification Number (EIN) / For Retired Carrier: Civil Service Annuity Number

Social Security Number

Date and Place of Birth

Date and Place of Death

****VETERANS ONLY:** Military Branch and Period of Service

Survivor Information:

Full Name

Current Address

Social Security Account Number

Names of Additional Dependent Survivors – Minors / Disabled / Students / etc.

Their FULL Names and Social Security Numbers

NALC Health Benefits Plan ID Number (if insured by NALC Plan)

NALC Mutual Benefit Association Policy Number (if a policy holder)

Federal Employees Health Benefit Program (if insured through this program)

Federal Employees Group Life Insurance Program Policy Number (if insured through this program)

Name & Address of Bank / Credit Union / Other Financial Institution

Routing Number & Account Number for Bank / Credit Union / Financial Institution above

WHO THE SURVIVOR NEEDS TO NOTIFY

Active Letter Carrier:

Human Resources Shared Services -
Benefits & Compensation Department

Retired Letter Carrier:

Office of Personnel Management Operations Center
Benefits & Compensation Department
NALC Headquarters – Office of the Director of Retirees

BOTH ACTIVE & RETIRED LETTER CARRIERS

Thrift Savings Plan – Death Benefits Department
Social Security Administration
NALC Headquarters – Health Benefits Plan
NALC Headquarters – Mutual Benefit Plan
Local NALC Branch Office / President

****VETERANS ONLY – U.S. Department of Veterans Affairs (VA)**

CONTACT INFORMATION

PHONE NUMBER	WEBSITE	ADDRESS
NALC Headquarters General Business 1-202-393-4695	www.nalc.org	NALC Headquarters 100 Indiana Ave. NW Room 510 Washington, DC 20001-2044
Retirement Office 1-800-424-5186 Mon., Tues., Thurs., (only) 10am – Noon & 2 – 4 pm (Eastern Time)	www.nalcbranch324.com	NALC Branch 324 2525 16 th Street, Suite F Greeley, CO 80634
USPS HRSSC 1-800-424-5186	(none)	USPS Human Resources Shared Services Center Benefits and Compensation Department P.O. Box 970400 Greensboro, NC 27497-0400
OPM 1-888-767-6738	www.opm.gov	Office of Personnel Management Operations Ctr Boyers, PA 16017
TSP 1-877-968-3778 Fax # 703-592-0170	www.tsp.gov	Thrift Savings Plan Death Benefits Processing Fairfax Post Office DEDIS – P.O. Box 4450 Fairfax, VA 22308-9998
Social Security 1-800-772-1213	www.ssa.gov	Social Security Administration
VA (Veterans Only) 1-800-968-3778	www.va.gov	U.S. Department of Veterans Affairs
NALC – Mutual Benefit Assoc. 1-202-638-4138 (Policy Number Needed)	www.nalc.org	NALC Headquarters Mutual Benefit Association 100 Indiana Ave. NW Washington, DC 20001-2114
NALC – Health Benefit Plan 1-888-636-6252 (ID Number Needed)	www.nalcbp.org	NALC Health Benefit Plan 20547 Waverly Court Ashburn, VA 20149

ADDITIONAL CONTACTS

Bank(s) & Credit Union(s) as well as another other Financial Institutions
Current Family Attorney
Current Financial Advisor & Investment Broker(s)
Home / Auto / Life Insurers
(Your) State Department of Motor Vehicles (*Change / Transfer of Vehicle Titles*)

REMEMBER:

Obtain an adequate number of CERTIFIED COPIES of Certificate of Death (6-10 copies?)
(*Seek the recommendation of your mortuary director*)

RETIREES ONLY: Return any / all un-cashed Annuity checks (it is illegal for anyone other than the annuitant to cash a U.S. Government issued annuity check.

Instruct your Bank / Credit Union to return any government annuity fund deposits received via Electronic Funds Transfer (Direct Deposit) after Retiree's date of death. All monies due the retiree's estate will be computed for final resolution of account.

STEPS THE LETTER CARRIER CAN PERSONALLY TAKE TO FACILITATE THE COLLECTION OF SURVIVOR BENEFITS

IMMEDIATELY GATHER AND RECORD the information necessary for your survivor(s) to claim their benefit(s)
(as described above)

REQUEST from your local NALC Branch (or NALC Headquarters) the following NALC publications:

Survivor's Guide: What To Do When An Active Letter Carrier Dies
Survivor's Guide: What To Do When A Retired Letter Carriers Dies
Questions & Answers on FERS
Questions & Answers on CSRS

REVIEW this information and material with your designated survivor(s), along with a copy(s) of your Will / Trust and all other relevant documents. Be sure to place them in a secure place that is **immediately** accessible, by your designated survivor, upon your death.

****It is not recommended that you use a deposit box located in a financial institution as it may not be immediately accessible upon your death.**

ALSO: It is recommended that **NO LATER THAN 5 YEARS PRIOR TO YOUR PROJECTED DATE OF RETIREMENT** you follow the steps suggested, by NALC (in the applicable Q&A booklet), regarding FEHB, FEGLI & Social Security, particularly regarding enrollment and/or military buy-back.