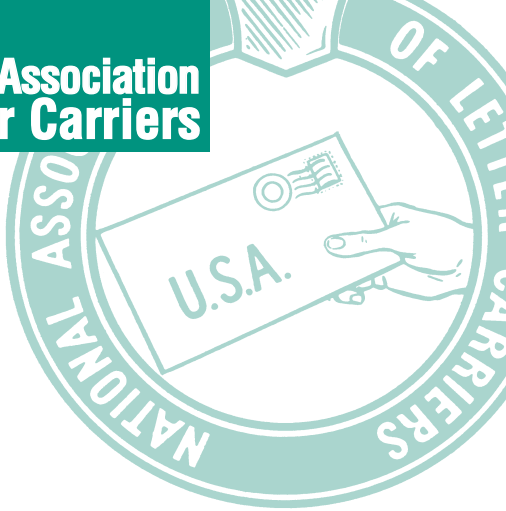


**National Association
of Letter Carriers**



*W*hen an
active
letter
carrier
dies...

Step-by-step instructions
for survivors to ensure
the payment of benefits



The days following the death of an active letter carrier can prove to be quite traumatic. Many forms and notices must be obtained from the Postal Service and completed at this extremely stressful time.

The NALC stands ready to assist our members and their families during these difficult times.

The information in this brochure, prepared as a guide with the letter carrier's family in mind, contains data that can assist a survivor with this daunting task.

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

1 Notify the employee's immediate supervisor, postmaster and personnel section (if any):

Give the supervisor the letter carrier's locker keys and badge as well as information on time and place of memorial services. Check with USPS Human Resources Shared Service Center at 877-477-3273 for benefits for spouse and any dependent children.

2 Fill out forms (obtain from USPS personnel section or postmaster): application for death benefits under the retirement system; claim for unpaid compensation; claim for FEGLI death benefits. You should notify HRSSC by calling 877-477-3273.

3 Notify the Thrift Savings Plan for Death Benefits Claims (only):

Fax Number: (703) 592-0170

Mailing Address: TSP Death Benefits

Processing Unit

Fairfax Post Office

DEDIS-P.O. Box 4450

Fairfax, VA 22038-9998

or call the ThriftLine, Toll-Free

877-968-3778

4 Notify the carrier's NALC branch.

5 If veteran, notify the **Veterans' Administration** local office or call toll-free 800-827-1000.

6 **Notify banks** and other financial institutions.

7 Call the local office of the **Social Security Administration** or toll-free 800-772-1213.

8 **Notify insurance companies** (life, health, home, automobile, etc.). If the carrier had a policy with NALC's Mutual Benefit Association, write to 100 Indiana Ave., NW, Room 510, Washington, DC 20001-2144 or call 202-638-4318 or toll-free 800-424-5184. If the carrier was enrolled in the NALC Health Benefit Plan, write 20547 Waverly Court, Ashburn, VA 20149 or call toll-free 888-636-6252.

Note: Health benefit coverage for a surviving spouse and dependent children continues automatically if carrier had family coverage at time of death and if a monthly survivor annuity is payable.

9 Have mortuary officials obtain enough certified **death certificates** for your needs (they can suggest how many).

For the Record

Full name: _____

Date of birth: _____

Place of birth: _____

Social Security Number: _____

Employee Identification Number: _____

Retirement System: CSRS _____ FERS _____

Branch of military service and time period: _____

Name of health insurance: _____

Policy number if you have an NALC MBA policy: _____

Location of will (the original): _____

Spouse/survivor's name and address: _____

Children's names and birthdates: _____

NALC Retirement Department
National Association of Letter Carriers
100 Indiana Ave. NW
Washington, DC 20001-2144
202-393-4695 **www.nalc.org**

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