

WHAT TO DO IN CASE OF ACTIVE CARRIER'S DEATH

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 of the deceased employee;
3. If the deceased employee was in receipt of a benefit payment from the U.S. Department of Veterans' Affairs, you may notify them VA by calling 1-800-827-1000. Spouses may also be entitled to VA death benefits and assistance;
4. Notify local banks and/or postal credit union;
5. Notify the Social Security Administration at the local office;
6. Insurance companies for policies on life (if Provident Guild, write Secretary/Treasurer, 1315 Deerfield Rd., S.W., Dalton, OH 44618-9429; if Federal Employees Group Life Insurance contact local personnel office; if NRLCA Life Insurance, 1630 Duke Street, Suite 200, Alexandria, VA 22314), hospitalization (if NRLCA, write Rural Carrier Benefit Plan, 1630 Duke Street, Suite 200, Alexandria, VA 22314), house and automobile (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 of the time and place of memorial services;
11. Have mortuary obtain enough death certificates for your needs. They 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 postmaster):
 - SF 2800 - application for death benefit
 - SF 1153 - claim of designated beneficiary for unpaid compensation
 - SF 1155 - claim for unpaid compensation, no designated beneficiary
 - FE 6 - claim for benefits, federal employee group life insurance
14. Check with personnel section or postmaster for annuity for yourself and any minor children;
15. If a previous marriage, secure divorce papers;
16. If a present marriage, secure marriage license;
17. If the cause of death is due to a job related injury, the Office of Workers' Compensation Programs (OWCP) will pay up to \$1000 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 or she can 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 they do not, you can mail a check for \$15.00 to the NRLCA to continue receiving the magazine.

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