In Event of Death

- A survivorship annuity is NOT PAID AUTOMATICALLY: you MUST apply for it. In most cases, if the deceased was a veteran, he or she is entitled to a burial expense.
- In the event of death, notify:

The immediate supervisor of the employee.

The Postmaster.

The Personnel Section, if applicable.

Contact the following:

The Local Union.

The Veterans Administration, if applicable.

Local banks and/or Credit Unions.

Social Security Administration.

All insurance companies.

Internal Revenue and State Revenue Tax Departments.

Safety Deposit Boxes, if any.

- Also do the following:
 - Turn in locker keys, badges, and other postal property to the Postmaster or the immediate supervisor.
 - Have the mortuary obtain five copies of the death certificate.
 - Fill out the following papers (available from the Post Office).
 - a. SF 2800 Application for death benefits.
 - b. SF 1155 Claim for unpaid compensation. (No designated beneficiary)
 - c. SF 1153 Claim of designated beneficiary for unpaid compensation.
 - d. Claim for benefits, Federal Employees Group Life Insurance.
 - e. Check for exact amount of annuity for yourself and minor children.
 - f. If previously married, have divorce papers.
 - h. If presently married, have marriage license.

What to do when I'm gone...

Your Name		
PERSONNEL 251-2210	Internal Revenue Service, 210 Walnut Street	
	Teletax Recorded Tax/Refund Information 284-7454	
DES MOINES Postal Credit Union	Federal Tax Information	
303 Euclid Ave	Problem Resolution Office	
VETERANS Administration	Social Security Administration	
Veterans Affairs	General Information And Services	
VA Regional Office, 210 Walnut Street	Toll Free - Dial 1 & Then	
Veterans Benefit Information - General 284-0219	Office: 293 Federal Building, 210 Walnut Street	
If you were to die, would your family know what to do as	Three will be needed when post office death forms are	

your family through the trauma of your death. 1. Notify the employee's immediate supervisor.

2. Notify the Employee & Labor Relations Office in

- Des Moines (515-251-2202).
- 3. If the deceased was a member of a Postal Credit Union, notify them.

should be kept with your valuable papers. It can help ease

- 4. Contact the following for accounts or benefits, where applicable:
 - a. banks (name them), see below,
 - b. insurance companies (name them) for policies, hospitalization, house, auto, etc.,
 - c. clubs or organizations (name them) if employee was a member,
 - d. Veterans Administration (if deceased was a veteran),
 - e. Social Security Administration,
 - f. Internal Revenue Service. Determine how many death certificates must be obtained from funeral director.

- 5. Review all important papers of the deceased to determine if it will be necessary to change name to surviving party's name on any records.
- 6. As soon as convenient, visit the employing post office of the deceased to complete death claim forms. Phone first to make an appointment. Take the following with you when you visit:
 - a. military discharge papers (if deceased was a veteran),
 - b. identification badge, locker key, and any other postal property of the deceased.
 - three death certificates.

If the deceased was retired, immediately notify the U.S. Civil Service Commission, Bureau of Retirement & Insurance, Washington, DC 20415. Notification letter should contain the CSA number of the deceased. Appropriate forms and instructions will be mailed to the survivor by the Commission.

4. a. banks	b. insurance companies (hospitalization, house, auto, etc.)	c. clubs or organizations
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