

-----File This With Your Important Papers!!!-----

What To Do If Your Postal Spouse Dies

Hopefully, none of our members will need this in the near future. Should the need arise, this information could prove most valuable if kept in close proximity to the family will and/or other important paperwork. This information originally was published in the **Austin Postal Worker** and the **Indy Info** (the Indianapolis Areal Local's newsletter). It was re-located after a bit of house cleaning, and has been updated to current information.

What to do?

1. Notify employee's immediate supervisor.
2. Notify Postmaster and/or Plant Manager.
3. Contact the following:
 - A. The Union.
 - B. If a Veteran, contact the Veteran's Administration.
 - C. Local Banks and Credit Unions.
 - D. Social Security Administration.
 - E. Insurance Companies.

- F. Internal Revenue Service and State Income Tax Department.
 - G. Safety Deposit Box.
 - H. Change deceased name on important papers to survivors name.
4. Notify immediate supervisor of the time and place of services of the deceased.
 5. Have Mortuary obtain five copies of the death certificate.
 6. Turn in locker keys, badge and other postal property to immediate supervisor.
 7. Fill out the following papers (available from personnel office):
 - A. SF 2800 – Application for death benefits.
 - B. SF 1155 – Claim for unpaid compensation (no designated beneficiary).
 - C. SF 1153 – Claim for designated beneficiary for unpaid compensation.
 - D. Claim for benefits. Federal Employee Group Insurance (FGLI)
 - E. Check with personnel section for

exact amount of annuity for yourself and minor children.

8. If previously married, have divorce papers.
9. If previously married have marriage license.
10. A will is a vital necessity, this will eliminates costly court procedures.

Survivorship annuity is not paid automatically; you must apply for it. In most cases, if the spouse was a veteran he/she is entitled to \$300 for burial expenses. If the cause of death is due to a job related injury the Division of Federal Employees' Compensation (DFEC), will pay up to \$800 burial expenses minus any amount the VA gives. The survivor, in case of a job related death may also apply for an annuity from DFEC: spouse can then chose the higher amount.

