

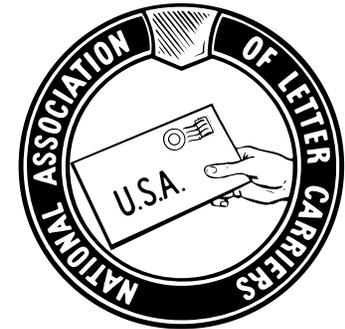
Other possible notifications:

- a. local NALC union office;
- b. if veteran, the Veterans' Administration local office and/or commanding officer of local military installation;
- c. decedent's bank or other financial institution;
- d. Social Security Administration local office or phone them at: 1-800-772-1213;
- e. Other insurance companies regarding life insurance coverage, hospitalization, home, or automobile.
If NALC, Mutual Benefit Association, 100 Indiana Avenue, NW, Room 510, Washington, DC 20001-2144
or call 1-202-638-4318;
or NALC Health Benefit Plan, 20547 Waverly Court, Ashburn, VA 20149
or call 1-703-729-4677;
- f. To start, stop or change monthly federal or state income tax withholding or request a duplicate 1099R, call: 1-800-409-6528.
You will need the CSA or CSF number and the last four digits of Social Security number;
- g. If retired after 1987, Thrift Savings Plan Service Center, National Finance Center, P. O. Box 61500, New Orleans, LA 70161 - 1500 or call 1-504-255-6000 (TDD: 1-504-255-5113).

NOTE: IF SPOUSE OF A RETIRED CARRIER DIES: CALL NALC RETIREMENT DEPARTMENT FOR INSTRUCTIONS ON HOW TO: RESTORE ANNUITY TO FULL AMOUNT; SWITCH HEALTH COVERAGE FROM FAMILY TO SELF (UNLESS DEPENDENT CHILDREN); CHANGE BENEFICIARIES.



What To Do In Case of Retired Carrier's Death



Step-by-step instructions

Information About the Decedent:

Full name of deceased: _____

Date of birth: _____

Social Security number: _____

CSA (claim) number: _____

Date of death: _____

Survivor's name: _____

Relationship to deceased: _____

If spouse:
Social Security number: _____

Date of birth: _____

Survivor's address: _____

Survivor's phone number: _____

Minor/Disabled/Student Child(ren):

Name: _____

SSN: _____

Date of birth: _____

There are notifications which need to be made in order for survivor(s) to receive payment of retirement benefits and/or life insurance.

◆ **Notify:**

Office of Personnel Management
Retirement Operations Center
Boyers, PA 16017
or call **1-888-767-6738**.

Provide:

Full name of deceased;
Date of birth;
Social Security number;
Date of death;
CSA claim number;
Survivor's name, address and relationship to the deceased.

For quicker action instead of notifying the Office of Personnel Management, contact:

NALC Retirement Department
100 Indiana Avenue, NW
Washington, DC 20001-2144
1-202-393-4695
call toll free **1-800-424-5186**
Monday, Wednesday,
or Thursday
10am-12noon or 2-4pm (Eastern time)

*** NALC will alert OPM so that** survivor benefits will commence as quickly as possible, and will send you the application for death benefits under the retirement system; and claim for death benefits, Federal Employees' Group Life Insurance Program.

Return any uncashed checks to the address on the accompanying Treasury Department envelope. If payments are being deposited through Electronic Funds Transfer to a bank or other financial institution, contact them with the retiree's date of death and advise them to return any future payments to the Treasury Department.

Obtain enough death certificates for your needs from mortuary officials (they may suggest how many).