

What to Do When an Active Rural Letter Carrier Dies...

- Notify the employee's immediate supervisor/postmaster.
 - Notify Human Resources Shared Service Center (HRSSC) at 1-877-477-3273, Option 5.
 - HRSSC will advise about any benefits payable and how to apply for them. It will assist in completing the application for death benefits under the employee's retirement system, the claim for death benefits—Federal Employees' Group Life Insurance (FEGLI), and the claim for unpaid compensation.
 - Application for Death Benefits:
 - (CSRS) SF 2800 **OR**
 - (FERS) SF 3104 and SF 3104B
 - Claim of Designated Beneficiary for Unpaid Compensation, SF 1153
 - Claim for Unpaid Compensation, No Designated Beneficiary, SF 155
 - Claim for Benefits, Federal Employees Group Life Insurance, FE 6
 - Notify the Thrift Savings Plan (TSP) at 1-877-968-3778.
 - 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.
 - If the employee was a veteran, notify Veterans Affairs at 800-827-1000. Spouses may be entitled to VA death benefits and assistance.
 - If the deceased has retired from military service, notify the commanding officer of the nearest military installation.
 - Notify the Social Security Administration at 1-800-772-1213 or the local office.
 - Notify banks, postal credit unions, and other financial institutions.
 - Notify insurance companies (life, health, home, automobile, etc.).
 - If the employee had an NRLCA Life Insurance policy, contact NRLCA at 1630 Duke St., Alexandria, VA 22314.
 - If the employee had health insurance through the Rural Carrier Health Benefit Plan, call the insurance department at 703-684-5552.
 - If the employee had health insurance through a different Postal Service Health Benefits (PSHB) plan, call the number on the back of the insurance card.
- Health insurance coverage for a surviving spouse and dependent children continues if the employee had family coverage at the time of death, and a monthly survivor annuity is payable.
- If the employee had home and/or automobile Insurance with National General Insurance, contact NGIC at PO Box 3199, Winston-Salem, NC 27102-3199. Tel: 1-855-752-8477
 - If a Provident Guild member, write Secretary-Treasurer, P.O. Box 105, Minster, OH 45865-0105.
- Notify the postmaster, employees, and State Association of the time and place of the memorial service.
 - Obtain a sufficient number of death certificates from your funeral director. They can advise on how many are needed.
 - Give the supervisor/postmaster any items belonging to the Postal Service.
 - If the cause of death is due to a job-related injury, the Office of Workers' Compensation Programs (OWCP) will pay up to \$1,000 in burial and administrative expenses, minus any amount the VA pays.
 - In the case of a job-related death, the survivor may also apply for an annuity from the OWCP. They may then choose the higher amount, but there are precautions that you need to discuss with personnel on this subject.
 - As a surviving spouse, you are eligible to continue receiving the NRLCA magazine. Contact your state RLCA secretary to see if the state association pays for subscriptions. If it does not, you can mail a check for \$20 to the NRLCA to continue receiving the magazine.

What to Do When a Retired Rural Letter Carrier Dies...

- Notify the Office of Personnel Management (OPM). Report the death of a deceased annuitant immediately in **ONE** of the following ways:
 - Go to rsreporting.opm.gov, "Report an Annuitant Death." or login to servicesonline.opm.gov. This will take you to an online form to complete and submit.
 - Call OPM at 1-888-767-6738
 - Write to OPM and include the following information: Retired letter carrier's full name, CSA number, date of birth, Social Security number, survivor's full name, relationship to the deceased, Social Security number, date of birth, address, and phone number.
Mail to:
Office of Personnel Management
Attention: Survivor Processing Section
PO Box 45
Boyers, PA 16017-0045
- Survivor annuities are not paid automatically. They must be applied for.**
- Once the death of an annuitant has been reported, OPM will stop payment of the monthly annuity and mail the applicable claim forms to the survivor.
 - Application for Death Benefits:
 - (CSRS) SF 2800 OR
 - (FERS) SF 3104 and SF 3104BAnd
 - Claim for Benefits, Federal Employees Group Life Insurance, FE 6
 - Notify the bank where annuity payments are deposited and any other financial institutions. OPM will reclaim any annuity payments deposited after the date of death.
 - Notify the Thrift Savings Plan (TSP) at 1-877-968-3778.
 - 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.
 - If the deceased was a veteran, notify Veterans Affairs at 1-800-827-1000. Spouses may be entitled to VA death benefits and assistance.
 - If the deceased has retired from military service, notify the commanding officer of the nearest military installation.
 - Notify the Social Security Administration at 1-800-772-1213 or the local office.
 - Notify banks, postal credit unions, and other financial institutions.
 - Notify insurance companies (life, health, home, automobile, etc.).
 - If the employee had an NRLCA Life Insurance policy, contact NRLCA at 1630 Duke St., Alexandria, VA 22314.
 - If the employee had health insurance through the Rural Carrier Benefit Plan, call the insurance department at 703-684-5552.
 - If the employee had health insurance through a different Postal Service Health Benefits (PSHB) plan, call the number on the back of the insurance card.
--Health insurance coverage for a surviving spouse and dependent children continues if the employee had family coverage at the time of death, and a monthly survivor annuity is payable.
 - If the employee had home and/or automobile Insurance with National General Insurance, contact NGIC at PO Box 3199, Winston-Salem, NC 27102-3199. Tel: 1-855-752-8477
 - If a Provident Guild member, write Secretary-Treasurer, P.O. Box 105, Minster, OH 45865-0105.
 - Notify the postmaster and State Association of the time and place of the memorial service.
 - Obtain a sufficient number of death certificates from your funeral director. They can advise on how many are needed.
 - As a surviving spouse, you are eligible to continue receiving the NRLCA magazine. Contact your state RLCA secretary to see if the state association pays for subscriptions. If it does not, you can mail a check for \$20 to the NRLCA to continue receiving the magazine.