

Death of a covered employee

1 Employer to-dos: insurance

Please note, not all checklist items apply to all employers. Effective date is the day after the death, except for Basic and Optional Life which is the date of death.

- Report the death to PEBA as soon as possible.
- Terminate employee's coverage in EBS.
- Complete the employer portion of the Life Insurance Claim form and send it, along with coverage verification and beneficiary information, to MetLife.
 - The employer/policyholder is South Carolina PEBA.
 - The group customer number is 200879.
 - If the death was accidental, attach the police report, accident report or other supporting documentation and write "Accidental" on the top of the form.
- If the employee was receiving disability benefits, send a copy of the life insurance claim to The Standard so that any potential benefits may be paid to eligible survivors.
- Notify survivors of insurance coverage options and have them complete the required forms with needed documentation, if applicable.

2 Employer to-dos: retirement

- Report the death to PEBA as soon as possible.
- Complete Final Payroll Certification on the EES Task List.

3 Survivor to-dos

- Submit a certified true copy of the member's death certificate and any additional documentation as requested by PEBA.
- Review options and complete a *Survivor Notice of Election* and *Certification Regarding Tobacco Use* forms if enrolling in insurance coverage. Submit any needed documentation.
- For retirement, complete the following (PEBA sends these to the beneficiary) :
 - Election of Death Benefits* (Form 4151);
 - Withholding Certificate for Monthly Annuity Payments* (Form 7202) and *Electronic Funds Transfer Authorization for Annuities* (Form 7204) if you will receive a monthly annuity; and
 - Notice of withholding forms if you will receive a refund of the member's contributions or the incidental death benefit.
 - Survivors of State ORP participants should report the death to the member's service provider and request forms necessary for claiming the account.