

Death of a covered employee

Please note, not all items apply to all employers.

Employer to-dos: insurance benefits

Effective date is the day after the death, except for Basic Life and Optional Life insurance, which is the date of death.

- Report the death to PEBA as soon as possible.
- Terminate employee's coverage in [EBS](#).
- Log in to MetLink to submit a life insurance claim, including coverage verification and beneficiary information, to MetLife.
- If the employee was receiving long term 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 required documentation, if applicable.

Employer to-dos: retirement benefits

- Report the death to PEBA as soon as possible.
- Complete the *Final Payroll Certification* in [EES](#).
- Notify survivors of State ORP participants that they must report the death to the State ORP service provider and work directly with the provider to submit a death claim.

Survivor to-dos

- Submit a certified copy of the member's death certificate and any additional documentation as requested by PEBA.
- Review insurance coverage options and complete a [Survivor Notice of Election](#) and [Certification Regarding Tobacco and E-cigarette Use](#) form if enrolling in insurance coverage. Submit any required documentation.
- For retirement, complete the following forms that PEBA sends to the beneficiary:
 - [Election of Death Benefits](#) (Form 4151);
 - [Withholding Certificate for Monthly Benefit Payments](#) (Form 7202) and [Direct Deposit Authorization](#) (Form 7204) if survivor 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 must report the death to the member's service provider and work with the provider regarding the process for claiming the account.