

In Event of Death

- A survivorship annuity is NOT PAID AUTOMATICALLY: you MUST apply for it. In most cases, if the deceased was a veteran, he or she is entitled to a burial expense.
- In the event of death, notify:
 - The immediate supervisor of the employee.
 - The Postmaster.
 - The Personnel Section, if applicable.
- Contact the following:
 - The Local Union.
 - The Veterans Administration, if applicable.
 - Local banks and/or Credit Unions.
 - Social Security Administration.
 - All insurance companies.
 - Internal Revenue and State Revenue Tax Departments.
 - Safety Deposit Boxes, if any.
- Also do the following:
 - Turn in locker keys, badges, and other postal property to the Postmaster or the immediate supervisor.
 - Have the mortuary obtain five copies of the death certificate.
 - Fill out the following papers (available from the Post Office).
 - a. SF 2800 - Application for death benefits.
 - b. SF 1155 - Claim for unpaid compensation. (No designated beneficiary)
 - c. SF 1153 - Claim of designated beneficiary for unpaid compensation.
 - d. Claim for benefits, Federal Employees Group Life Insurance.
 - e. Check for exact amount of annuity for yourself and minor children.
 - f. If previously married, have divorce papers.
 - h. If presently married, have marriage license.

