



**UNITED STATES LETTER CARRIERS MUTUAL BENEFIT ASSOCIATION**  
**100 Indiana Avenue, N.W. Suite #510**  
**Washington, D.C 20001-2144**  
**(202) 638-4318**

**WHAT TO DO IN CASE OF ACTIVE CARRIER'S DEATH**

1. Notify employee's immediate supervisor, postmaster and personnel section (if any). Give supervisor locker keys and badge as well as information on time and place of memorial services.
2. Check with USPS personnel section or postmaster for annuity for yourself and any minor children, and about your potential eligibility for Annuity Protection Plan payments.
3. Contact the following for possible accounts or benefits:
  - a. The local NALC union office;
  - b. If veteran, the Veterans' Administration local office;
  - c. Local bank or postal credit union;
  - d. Social Security Administration local office;
  - e. Insurance companies for policies on life (if USLC Mutual Benefit Association, write 100 Indiana Ave. N.W. Room 510, Washington, DC 20001 or call 202-638-4318; if Federal Employees Group Life Insurance, contact local personnel office); hospitalization (if NALC Health Benefit Plan, write 20547 Waverly Court, Ashburn, VA 22093 or call 703-729-4677); house; and automobile;
  - f. Internal Revenue Service local office;
  - g. Thrift Savings Plan (504-255-6000; TDD: 504-255-5113).
4. Fill out these forms (obtain from personnel section or postmaster): SF 2800 – application for death benefit; SF 1153 - claim of designated beneficiary for unpaid compensation; SF 1155 - claim for unpaid compensation, no designated beneficiary; FE 6 – claim for benefits, Federal Group Life Insurance.
5. Have mortuary officials obtain enough certified death certificates for your needs (they can advise how many). Also have on hand marriage license and divorce decree if applicable.
6. Change name on important papers to survivor's name.