

When a Loved One Passes

A Checklist for Reporting the Death of a Retiree



Use this checklist to ensure you make the proper notifications regarding your loved one's death. Failure to notify all parties could delay payment of benefits.



NOTIFY NYSTRS (A.K.A., THE RETIREMENT SYSTEM)

Call (800) 348-7298, Ext. 6140 to report the death of a retiree, or write using the address at the bottom of this checklist. This will ensure the retiree's beneficiary(ies) will receive promised benefits, if payable, in a timely manner. It will be necessary to provide NYSTRS with an original or certified copy of the death certificate.



NOTIFY THE FORMER EMPLOYER

This is important because, in most cases, health insurance is provided through the school district from which the member retired.



NOTIFY NYSUT (A.K.A., THE TEACHERS' UNION)

Do this to collect on any life insurance policies the retiree may have purchased through New York State United Teachers (NYSUT). Call (800) 626-8101.

What about the Social Security Administration (SSA)?

Typically the funeral director will report the death to SSA. However, next of kin should confirm notification occurred. If it did not, it is the family's responsibility to do so.