

**REPORTING the DEATH
of a
RETIREE or SPOUSE**

The following information has been compiled to assist the surviving relative (spouse, child, etc.) or friend in the steps to follow when reporting the death of a retiree or a retiree's spouse.

1. In the sad event of a death, it is very important to **contact the Retirement Office immediately**, as future benefits can be affected if there is a surviving spouse. Please contact the Retirement Benefits Assistant who handles the part of the alphabet that begins with the first letter of the deceased's last name to report the death. If that person is not available at the time you call, please leave a message and he or she will get back to you as soon as possible. The telephone numbers and alphabet distribution are as follows:

Joyce Keeler (301) 680-6288 (A-D)
Diane Jacobson (301) 680-6289 (E-J)
Hellen Gorde (301) 680-6235 (K-O)
Karin Dortch (301) 680-6248 (P-S)
Chandler Riley (301) 680-6270 (T-Z)
Chris Meier (301) 680-6192 Benefits Secretary

2. Single life and survivor spouse benefits need to be discontinued as soon as possible after the date of death. A relative or close family friend should be chosen to make the phone call to Retirement, unless there is an executor of the estate.

3. The Retirement Plan requires that a **death certificate** be on file in order to process a death benefit. The death certificate may be faxed to (301) 680-6190, or mailed to:

NAD Retirement
ATTN: **(Benefit Assistant's name)**
12501 Old Columbia Pike
Silver Spring, MD 20904-6600

4. The Retirement office will usually be able to give a death benefit amount (if retiree or spouse is eligible) during the phone call, and often **survivor benefits** can be quoted as well, if applicable. However, *in many cases we will need to research our files and get back to you with this information.*

5. We will need the **name, address and telephone number** of the person who is to receive the death benefit check. **Please note that the death benefit shall be paid to the surviving spouse, or if there is no surviving spouse, to the person who has undertaken responsibility for the funeral arrangements.**

▶ **PLEASE FILE THIS WITH YOUR IMPORTANT PAPERS!** ◀