

DEATH BENEFIT CHECK LIST

Do not submit this check list to IMRF—for employer’s use only.

Use this check list as a reference only or place a copy in the member’s file. The completed check list then provides documentation of the death benefit application process and should **not** be submitted to IMRF.

IMRF Field Representatives are available to contact the spouse of deceased participating members to discuss benefits.

To avoid possible delay of benefits...

The Employer must:

- _____ File a Notice of Termination (Form 6.41).
(If the employer has Internet Access, the termination must be submitted via Employer Access)
- _____ Report the member’s final earnings.

Death Benefit Check List:

If the IMRF member was actively participating in IMRF or receiving an IMRF disability benefit at the time of death,

- _____ File Notice of Termination with IMRF via Employer Access
- _____ Advise survivors to contact IMRF at 1-800-ASK-IMRF (1-800-275-4673)

If the member was receiving an IMRF pension,

- _____ Advise survivors to contact IMRF at 1-800-ASK-IMRF (1-800-275-4673)

Other Issues (if applicable):

- _____ Health Insurance Continuation vs. COBRA, see Manual for Authorized Agents
- _____ Contact other public Illinois Pension Systems under the Reciprocal Act
- _____ Notify the member’s Deferred Compensation carrier (if applicable)
- _____ Notify NCPERS Group Voluntary Life Insurance carrier (if applicable)

The IMRF death benefit will be paid after IMRF receives all the required forms and the member’s final monthly payroll report.