

# Death Benefit Checklist

DO NOT submit this checklist to IMRF—for employer’s use only.



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

*IMRF Employer Representatives are available for the spouse of deceased participating members to call to discuss benefits.*

## To avoid possible delay of benefits...

The Employer must:

- Create a Termination Information Data Collection in Employer Access
- Report the member’s final earnings

## Death Benefit Checklist:

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

- Create a Termination Information Data Collection in 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)

## Death Benefit Checklist:

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

*After you have entered all the required information in Employer Access and submitted the member’s final monthly payroll report, IMRF will pay the death benefit.*

