Pre - Retirement Death Benefit Checklist

 Salary sheet (active or terminated participant)

 Death certificate of Participant

 Proof of Birth for Participant (as shown on acceptable proof of date of birth list)

 Pre-Retirement Beneficiary Retirement Form

 Copy of Marriage Certificate (if participant was married at time of death)

 Proof of Birth for Beneficiary (as shown on proof of date of birth list)

 Copy of Social Security Number (card) of Beneficiary

 Current Mailing address of Beneficiary

 Signature on Direct Deposit form (if applicable)

 Voided Check for Direct Deposit form (if applicable)

 Federal and State tax forms (if applicable)

**PLEASE NOTE:** Completed documents must be in our office no later than the fifth (**5th**) of each month in order for payment to be made at the end of the month. If you should have any questions please contact Tamika Scott at 678-686-6262