

**REPORTING DEATHS OF ANNUITANTS, SURVIVORS AND FORMER SPOUSES**

In the event of the death of an annuitant, survivor or former spouse, please immediately notify the Human Resources Service Center (HRSC).

Include the full name of the deceased annuitant, date of birth, date of death, address, Social Security number and relationship of the person who may be entitled to survivor benefits.

**HRSC Contact Information**

(866) 300-7419 (toll free)  
(843) 308-5539 (outside the U.S.)  
(843) 202-3807 (fax)  
[HRSC@State.gov](mailto:HRSC@State.gov) (email)

Upon notification of the death, the State Department will recall electronically any annuity payment issued via EFT (electronic funds transfer) past the date of death. Survivor benefits will begin after eligibility for them is established. The department's goal is to issue the first survivor annuity payment within 45 days of receiving the required documentation. Complicated cases can take up to three months. Prepare for a gap in payments while the survivor annuity is established.

HRSC will inform the caller of the documents required to confirm eligibility for entitlements. The sooner the persons entitled to benefits forward those documents, the sooner benefits can be paid. HRSC will ask the survivor, executor or personal representative to do the following:

- Obtain certified copies of the annuitant's death certificate and transmit one with the application for death benefits. Certified copies will also be required for FEGLI. If other documentation is needed, it will be specifically requested. This may include copies of marriage certificates, birth certificates, divorce decrees, death certificates of deceased children or spouses, court orders for name changes, or other documents to establish identity and/or relationship.
- Complete and return the application for death benefits form that HRSC provides. Once HRSC has received the completed forms and a certified copy of the death certificate, the documentation will be forwarded to the Office of Retirement (RET) which will confirm eligibility and calculate any applicable survivor benefits. Finally, the Retirement Accounts Division (RAD) will initiate the payments. A W4-P or W9 form must be submitted with the application for death benefits package before any payments can be issued.
- File a claim with Federal Employees Group Life Insurance (FEGLI). If the deceased annuitant had FEGLI coverage, HRSC will certify the date of death and notify the Office of Personnel Management (OPM) which will send the appropriate claim forms and instructions to the designated beneficiary (or beneficiaries) listed in the annuitant's official insurance file.

- Continue Federal Employees Health Benefits (FEHB) Coverage. Eligible survivors may continue the deceased annuitant's FEHB health insurance coverage if a) the annuitant was enrolled under self plus one or self and family coverage at the time of death; and b) at least one family member is entitled to an annuity.

**Obituaries:** If you would like an obituary to appear in *The Foreign Service Journal*, please send information to: *The Foreign Service Journal*, 2101 E St NW, Washington DC 20037-2990; by fax to (202) 338-8244; or email [journal@afsa.org](mailto:journal@afsa.org). To be included in the online AFSA Memorial Tribute site, send picture and biographical or obituary information to [member@afsa.org](mailto:member@afsa.org) with the subject line AFSA Memorial Tribute. Brief obituaries, with photographs, may also be sent to *State Magazine*, HR/ER/SMG, 301 4th St SW, Suite 348, SA-44, Washington, D.C. 20547. For more information, please email *State Magazine* directly at [statemagazine@state.gov](mailto:statemagazine@state.gov).

**AFSA Membership:** Spouses are encouraged to continue their association with AFSA. We assist survivor annuitants in dealing with Washington offices on benefits questions and other issues. Dues are reduced to a nominal rate for Foreign Service spouses and may be paid through annuity deductions. For membership questions, please email AFSA at [member@afsa.org](mailto:member@afsa.org) or call (202) 338-4045.

The image shows a building facade with a large arched entrance. Overlaid on the image is a semi-transparent white box with a red border. Inside the box, the AFSA logo is prominently displayed at the top center. The logo is circular with an eagle in the center, surrounded by the text 'AMERICAN FOREIGN SERVICE ASSOCIATION' and the year '1924'. Below the logo, the text '2101' is visible in a large, light font. The main text of the box is in red and blue, asking about membership renewal and providing contact information.

**Have you renewed your AFSA membership?**

If not, contact our membership team at [member@afsa.org](mailto:member@afsa.org) or (202) 338-4045 x525 to make your annual payment or to ask how your dues can be deducted directly from your annuity!