

# BE PREPARED – IMPORTANT INFORMATION

## Make copies as needed for each individual annuitant

Merry Byrum is our NARFE Chapter Service Officer. She is here to assist NARFE Chapter Members and their family when they experience the loss of a retired annuitant, the annuitant's spouse or loss of the surviving spouse. The information is needed to prepare notification to the Office of Personnel Management (OPM), which is not always immediately available. Many times, it is a family member helping to provide the required information.

If you take the time NOW to complete the following form, the information needed to notify OPM after the death of a NARFE member or family member will be readily available when needed. It will also help expedite the notification and the receipt of claim forms.

### NARFE MEMBER INFORMATION

Name of Annuitant: \_\_\_\_\_

CSA #: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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Federal Employees' Group Life Insurance (FEGLI): \_\_\_\_\_ Yes \_\_\_\_\_ No

Is designation of beneficiaries for FEGLI current? \_\_\_\_\_ Yes \_\_\_\_\_ No

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Name of Spouse/Surviving Spouse: \_\_\_\_\_

CSF #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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Health Insurance Name: \_\_\_\_\_ Self Only\_\_\_\_ Self+One\_\_\_\_ Self & Family\_\_\_\_\_

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Name and relationship of family member who can assist in providing information:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

You are requested to inform your spouse or family member of my name, Merry Byrum and my telephone #, (360) 202-8999 and that I am available to provide assistance.

Also, be sure that this form and all important retirement and insurance documents, including your Civil Service Annuity Card number are placed in a folder and clearly marked.

You should make sure that all responsible parties know where this folder is located.

## **Are you prepared? What would you or your spouse do?**

### **Be prepared for when the time comes when you or your spouse gives up life on earth.**

- Become a member of NARFE and sign up your spouse also (Help would be just a call away).
- Have all your important papers in one safe place and let your loved ones know where they are.
- Make sure your information is up-to-date with OPM: <https://www.servicesonline.opm.gov/>
- Complete NARFE F-100, “Be Prepared for Life’s Events” <https://www.narfe.org/federal-benefits-institute/be-prepared-for-lifes-events/> and/or at least the form “Be Prepared – Important Information”.
- Contact Office of Personnel Management (OPM) 888-767-6738  
\*\* One way to report the death of an annuitant is by sending a Certified Letter to OPM address:  
(A template letter is available from the NARFE Service Officer)  
OPM – REPORT OF DEATH  
Retirement Operations Center  
P.O. Box 45  
Boyers, PA 16017-0045  
\*\* If you have access to a computer and the internet, then sign onto this link for information and complete the form to submit.  
<https://www.opm.gov/retirement-services/retirees-or-family-members/>  
or go directly to form: <https://rsreporting.opm.gov/AnnuitantDeath>
- Contact your bank where annuity/retirement checks are direct deposited and ask them to refuse or send back the next check to OPM.

### **Important phone numbers and websites:**

OPM (Office of Personnel Management): 888-767-6738, <https://www.opm.gov/>

OPM Retirement Services: 1-888-767-6738, <https://www.servicesonline.opm.gov/>

Email to [retire@opm.gov](mailto:retire@opm.gov)

SSA (Social Security Administration): 800-772-1213, <https://www.ssa.gov/>

Medicare: 800-633-4227, <https://www.medicare.gov/>

VA (Veterans Administration): 800-827-1000, <https://www.va.gov/>

FEGLI (Federal Employees Group Life Insurance): 800-633-4542, <https://www.opm.gov/healthcare-insurance/life-insurance>

TSP (Thrift Savings Plan): 877-968-3778, <https://www.tsp.gov/index.html>

FLTCIP (Federal Long Term Care): 800-582-3337, <https://www.ltcfeds.com/>

FSAFEDS (Federal Flexible Spending Account Program): 877-372-3337, <https://www.fsafeds.com/>

IRS (Internal Revenue Service): 800-829-1040, <https://www.irs.gov/>

NARFE Chapter 0193 Service Officer (Merry Byrum): 360-202-8999, [merrybemerry@gmail.com](mailto:merrybemerry@gmail.com)

NARFE WA Federation: [www.narfe.org/wa](http://www.narfe.org/wa)

NARFE National: 800-456-8410, [www.narfe.org](http://www.narfe.org)