

# DECEASED EMPLOYEE – GUIDELINES FOR SURVIVOR(S)

The following information is provided to assist the employee's survivor(s). If you have any questions contact the person listed below:

<b>Contact Person</b>		<b>Telephone</b>
<b>Department</b>	<b>Department Address</b>	

## 1. Obtain Certified Copies of the Death Certificate

- a. If the death occurred in San Bernardino County, a certified copy of the death certificate may be obtained from the Auditor-Controller/Treasurer/Tax Collector, 222 W. Hospitality Lane, 1<sup>st</sup> floor, San Bernardino, CA 92415-0022, (909) 387-8314. Certified copies may be required for each separate agency.
- b. Should the death occur in another county or state, a certified copy of the death certificate should be obtained from the appropriate authority.
- c. If cause of death stated is pending, some of the agencies below may not accept the death certificate. Contact the individual organizations listed below to determine their requirements.

## 2. Notify the Appropriate Private Life Insurance Carriers

- a. If the deceased had private life insurance, contact the appropriate life insurance company or companies.
- b. Check with Employee Benefits & Services Division-Human Resources, 157 W. Fifth Street, 1<sup>st</sup> floor, San Bernardino, CA 92415-0440, (909) 387-5787, regarding life insurance, either as a benefit or optional (purchased through the county). A certified copy of the death certificate will be required.

Current Life Insurance contact: \_\_\_\_\_ Ph. # \_\_\_\_\_

- c. Contact the appropriate organizations below regarding life insurance which the deceased may have carried with them:
  - ◆ Teamsters' Local 1932 (previously SBPEA), 433 North Sierra Way, San Bernardino, CA 92410, (909) 889-8377
  - ◆ Safety Employee's Benefit Association (SEBA), 555 North "E" Street, San Bernardino, CA 92401, (909) 885-6074
  - ◆ San Bernardino County Public Attorney Association (SBCPAA), P.O. Box 5834, San Bernardino, CA 92412, (909) 891-3329
  - ◆ California Nurses Association (CNA), 425 W. Broadway, Suite 111, Glendale, CA 91204, (818) 240-1900
  - ◆ American Federation of State, County, and Municipal Employees, 514 Shatto Pl., Los Angeles, CA 90020, (213) 487-9887 (for carpenters, electricians, and other trade or craft unions).
  - ◆ Any professional, trade, or craft organization of which the deceased may have been a member.

- ◆ Any religious or social organization to which the deceased may have belonged.
- ◆ If death was caused by a work related injury, contact Workers' Compensation, Risk Management, 222 W. Hospitality Lane, 3<sup>rd</sup> floor, San Bernardino, CA 92415-0016, (909) 386-8655. This is especially important with the Safety occupational groups (Sheriff, D.A. Investigator, etc.).

3. Contact Each of the Following County Departments

- a. Auditor-Controller/Treasurer/Tax Collector Office, Central Payroll, 268 W. Hospitality Lane, 4<sup>th</sup> floor, San Bernardino, CA 92415-0032, (909) 382-3154, to make arrangements for obtaining and cashing any paychecks (warrants) due the deceased, and payment of any monies due for overtime, sick leave, vacation time, and/or any other leave time. Check with this office even though the deceased may have been on leave without pay. A certified copy of the death certificate will be required.

Current Central Payroll Contact: \_\_\_\_\_ Ph. # \_\_\_\_\_

- b. San Bernardino County Employees Retirement Association (SBCERA), 348 W. Hospitality Lane 3<sup>rd</sup> floor, San Bernardino, CA 92415-0014 (909) 885-7980, to make arrangements for any death benefits that may be due. A certified copy of the death certificate will be required.
- c. Veterans Affairs Office, 175 W. Fifth Street, 2nd floor, San Bernardino, CA 92415-0470, (909) 387-5516, should be contacted to check on possible veteran's benefits.
- d. Employee Benefits & Services Division-Human Resources, 157 W. Fifth Street, 1<sup>st</sup> floor, San Bernardino, CA 92415-0440. Check with Employee Benefits & Services Division, (909) 387-5787, regarding the continuation of County sponsored health benefits or Deferred Compensation (401k & 457b). Employee Benefits & Services will have the necessary forms required for payment to the Beneficiary.

Current Group Health contact: \_\_\_\_\_ Ph. # \_\_\_\_\_

Current Deferred Compensation contact: \_\_\_\_\_ Ph. # \_\_\_\_\_

4. Contact Each of the Following

- a. Social Security Office, (800) 772-1213, nearest your home to determine whether there are any Social Security benefits.
- b. Bank/Savings & Loans and other financial institutions, for release of bank accounts, savings accounts, loans, safety deposit boxes, and/or death benefits.