



Applying for Death Benefits Under the Federal Employees Retirement System

This pamphlet is for use by persons applying for benefits which may be payable under the Federal Employees Retirement System (FERS) because of the death of an employee, former employee, or retiree who was covered by FERS at the time of his/her death or separation from Federal service.

a New Day for Federal Service

We provide retirement information on the Internet. You will find retirement brochures, forms, and other information at:

www.opm.gov/retirement-services/

You may also communicate with us using email at:

retire@opm.gov

Table of Contents

Page

Eligibility for Death Benefits Under the Federal Employees Retirement System (FERS).....	1
Benefits Payable Upon the Death of a Federal Employee.....	2
Benefits Payable Upon the Death of a Former Employee (Not Yet Retired).....	5
Benefits Payable Upon the Death of a Retiree	8
Applying for Death Benefits	10

Eligibility for Death Benefits Under the Federal Employees Retirement System (FERS)

Type of Death Benefits Payable:

The type of benefit(s) payable under FERS depends in part on whether the deceased was an employee, a former employee, or a retiree at the time of death. In addition, the amount of creditable Federal service (both civilian and military) and the relationship of the applicant to the deceased determine the type of benefit payable.

Definitions:

Employee

Anyone who was still on the agency's employment rolls at the time of death, even if he or she had applied for disability retirement and his/her pay had already stopped.

Former Employee

Anyone who was no longer on an agency's employment rolls at the time of death and had not yet qualified for retirement benefits.

Retiree

Anyone who had been separated from an agency's employment rolls and had met all the requirements for retirement (including having filed an application for retirement benefits). An individual who was eligible for an immediate retirement when he/she separated from Federal service, but postponed applying for benefits to avoid an age reduction, is "deemed" to have applied for retirement beginning the first of the month after death. Benefits due, in this instance, are those based on the death of a retiree.

Benefits Payable Upon the Death of a Federal Employee

Basic Employee Death Benefit (BEDB):

To a Spouse -

If the employee who dies had at least 18 months of creditable civilian service and is survived by a spouse who:

- was married to the deceased for an aggregate of at least nine months (the nine month requirement does not apply if the death was accidental); *or*
- was the parent of a child born of the marriage (including one born posthumously [a child born after the Federal employee/retiree has died], or out of wedlock if the parties later married);

the spouse may be eligible for a BEDB, which is equal to 50% of the employee's final salary (average salary, if higher) plus \$15,000 (increased by Civil Service Retirement System (CSRS) cost-of-living adjustments beginning 12/1/87).

To a Former Spouse -

This benefit may be payable to a former spouse (in whole or in part) if a qualifying court order is on file at the Office of Personnel Management (OPM) and the former spouse was married to the deceased for a total period of at least nine months and did not remarry before reaching age 55.

Survivor Annuity:

To a Spouse -

If an employee who dies with at least 10 years of creditable service (18 months of which must be civilian service) is survived by a spouse who:

- was married to the deceased for a total period of at least nine months (the nine month requirement does not apply if the death was accidental); *or*
- was the parent of a child born of the marriage (including one born posthumously [a child born after the Federal employee/retiree has died], or out of wedlock if the parties later married);

the spouse may be eligible for a monthly survivor benefit.

To a Former Spouse -

This benefit may be paid in whole or in part to a former spouse if a qualifying court order is on file at the Office of Personnel Management (OPM).

To a Child -

If an employee with at least 18 months of creditable civilian service is survived by:

- unmarried dependent children up to age 18, *and/or*
- unmarried dependent children from age 18 to age 22 if attending an accredited educational institution full-time, *and/or*
- unmarried, disabled dependent children (certified as such by the Social Security Administration) if the disability occurred before age 18;

a basic child's survivor annuity may be payable. The combined benefit of all the children is reduced by the total amount of child's insurance benefits that are payable (or would, upon proper application, be payable) under Title II of the Social Security Act for the same month to all children of the deceased (including those of a former marriage who may not be living with the current spouse) based on the total earnings of the deceased. In many cases, the Federal Employees Retirement System (FERS) children's benefit is reduced to \$0.

Lump Sum Benefit:

If an employee dies and no survivor annuity is payable based on his/her death, the retirement contributions remaining to the deceased person's credit in the Civil Service Retirement and Disability Fund, plus applicable interest, are payable.

Payees for Lump Sum Benefits -

If a lump sum benefit is payable, it is paid to the first person eligible under the following order of precedence:

- beneficiary designated by the deceased in writing which is signed and witnessed and is received at his/her employing agency (or the Office of Personnel Management (OPM) if the deceased was a retiree or a separated employee) prior to death; *or*, if none, then to
- spouse of the deceased; *or*, if none, then to
- children of the deceased (or descendants of deceased children); *or*, if none, then to
- parents of the deceased; *or*, if none, then to
- executor or administrator of the deceased person's estate; *or*, if none, then to
- next of kin of the deceased according to the laws in the deceased person's state of domicile.

Benefits Payable Upon the Death of a Former Employee (Not Yet Retired)

Survivor Annuity:

To a Spouse -

If a former employee who dies with at least 10 years of creditable service (5 years of which must be creditable civilian service) is survived by a spouse who was married to the deceased at the time of his/her separation from Federal civilian service *and* who:

- was married to the deceased for a total period of at least nine months (Note: the nine month requirement does not apply if the death was accidental); *or*
- was the parent of a child born of the marriage (including one born posthumously [a child born after the Federal employee/retiree has died], or out of wedlock if the parties later married);

the spouse may be eligible for a monthly survivor benefit. The benefit begins on the date the deceased former employee would have been eligible for an unreduced annuity, unless the survivor chooses to have it begin at a lower rate on the day after the employee's death. The former employee would have been eligible for an unreduced annuity at age 62 with a minimum of 10 years of creditable service and less than 20 years of service, at age 60 with 20 or more years of service, or at his/her Minimum Retirement Age (MRA) according to the following schedule, with 30 years of service:

If deceased was born in:	His/her MRA is:
1947 or Prior	55 years
1948	55 years, 2 months
1949	55 years, 4 months
1950	55 years, 6 months
1951	55 years, 8 months
1952	55 years, 10 months
1953 to 1964	56 years
1965	56 years, 2 months
1966	56 years, 4 months
1967	56 years, 6 months
1968	56 years, 8 months
1969	56 years, 10 months
After 1969	57 years

Instead of a survivor annuity, the eligible spouse can elect to receive a lump sum payment of the contributions remaining to the deceased person's credit in the retirement fund.

To a Former Spouse -

This benefit may be paid in whole or in part to a former spouse if a qualifying court order is on file at the Office of Personnel Management (OPM).

Lump Sum Benefit:

If a former employee dies and no survivor annuity is payable, the retirement contributions remaining to the deceased person's credit in the Civil Service Retirement and Disability Fund, plus applicable interest, are payable.

Payees for Lump Sum Benefits -

If a lump sum benefit is payable, it is paid to the first person eligible under the following order of precedence:

- beneficiary designated by the deceased in writing which is signed and witnessed and is received at his/her employing agency (or the Office of Personnel Management [OPM]) if the deceased was a retiree or a separated employee) prior to death; ***or***, if none, then to
- spouse of the deceased; ***or***, if none, then to
- children of the deceased (or descendants of deceased children); ***or***, if none, then to
- parents of the deceased; ***or***, if none, then to
- executor or administrator of the deceased person's estate; ***or***, if none, then to
- next of kin of the deceased according to the laws in the deceased person's state of domicile.

Benefits Payable Upon the Death of a Retiree

Survivor Annuity:

To a Spouse/Former Spouse/Insurable Interest:

If a retiree dies who, at retirement, elected to provide a survivor annuity for-

- his/her surviving spouse and/or former spouse, or
- a person having an insurable interest in him/her, or
- a spouse acquired after retirement, or
- if a qualifying court order, on file at the Office of Personnel Management (OPM), has awarded benefits to a former spouse,

a monthly survivor benefit may be payable.

To a Child:

If a retiree is survived by-

- unmarried dependent children up to age 18, *and/or*
- unmarried dependent children from age 18 to age 22 attending an accredited school full-time, *and/or*
- unmarried, disabled dependent children (certified as such by the Social Security Administration) if the disability occurred before age 18,

a basic child's survivor annuity may be payable. The combined benefit of all the children is reduced by the total amount of child's insurance benefits that are payable (or would, upon proper application, be payable) under Title II of the Social Security Act for the same month to all children of the deceased (including those of a former marriage

who may not be living with the current spouse) based on the total earnings of the deceased. In many cases, the Federal Employees Retirement System (FERS) children's benefit is reduced to \$0.

Lump Sum Benefit:

If a retiree dies, a lump sum benefit equal to the annuity due the deceased, but not paid before death, may be payable. If no survivor annuity is payable, the balance of any retirement contributions remaining to the deceased person's credit in the Civil Service Retirement and Disability Fund, plus applicable interest, may also be payable.

Payees for Lump Sum Benefits -

If a lump sum benefit is payable, it is paid to the first person eligible under the following order of precedence:

- beneficiary designated by the deceased in writing which is signed and witnessed and is received at his/her employing agency (or the Office of Personnel Management [OPM] if the deceased was a retiree or a separated employee) prior to death; ***or***, if none, then to
- spouse of the deceased; ***or***, if none, then to
- children of the deceased (or descendants of deceased children); ***or***, if none, then to
- parents of the deceased; ***or***, if none, then to
- executor or administrator of the deceased person's estate; ***or***, if none, then to
- next of kin of the deceased according to the laws in the deceased person's state of domicile.

Applying for Death Benefits

All applicants for death benefits should complete *Application for Death Benefits*, SF 3104. Specific instructions for completing SF 3104 are contained on the form itself. In certain situations, you must also complete the following additional forms.

If the deceased was a retiree at the time of death -

If you are the surviving spouse, complete *Survivor Supplement*, SF 3104A, which is attached to SF 3104. Instructions for completing SF 3104A are contained on the form itself.

If the deceased was an employee at the time of death -

If you are the surviving spouse or former spouse, you and the deceased person's employing agency should complete *Documentation and Elections in Support of Application for Death Benefits when Deceased was an Employee at the Time of Death*, SF 3104B, which can be obtained from the deceased person's former employing agency. Instructions for completing SF 3104B are contained on the form itself.

Submitting Completed Application -

If the deceased was an employee at the time of death, submit your completed application, with the requested attachments, to the personnel office of the agency where the deceased was last employed.

If the deceased was a former employee or a retiree, send your completed application to:

U.S. Office of Personnel Management
Federal Employees Retirement System
P.O. Box 45
Boyers, PA 16017-0045

Method of Payment of Annuity -

The U.S. Department of the Treasury requires that all federal benefit payments be made electronically. Most federal payments are made by Direct Deposit. Direct Deposit is the electronic transfer of your annuity payment to your checking or savings account at a financial institution.

If you do not have a bank account, or prefer not to have your annuity payment made directly to your bank account, you can choose a Direct Express debit card. Your annuity payment will be automatically deposited to the Direct Express card on the payment date.

You cannot receive your survivor annuity payments or Basic Employee Death Benefit payments by direct deposit or the Direct Express debit card program if your permanent payment address is outside the United States in a country where these programs are not available.

Complete Section I of *Application for Death Benefits*, SF 3104, to specify how you want to receive payment of your annuity, either through Direct Deposit or the Direct Express debit card. If you change accounts after your payments begin, you can call OPM at 1-888-767-6738. Customer Service Specialists are available Monday through Friday, from 7:30 a.m. to 7:45 p.m. eastern time. If you use TTY equipment, call 1-855-887-4957. If you prefer, you can send the *Direct Deposit Sign-Up Form*, SF 1199A to:

U.S. Office of Personnel Management
Retirement Operations
P.O. Box 440
Boyers, PA 16017-0440

Both you and your bank need to complete the form. The form can also be faxed to OPM at 724-794-6633.

If you are changing bank accounts, it's a good idea to leave your old account open until you have verified that a payment has been deposited in your new account.

Once you begin receiving your annuity payments, you will be able to make changes using our Services Online feature found on our website www.serviceline.opm.gov. Once your payments begin, you will receive a password for using the system.

Even though you receive your payments by direct deposit or a Direct Express debit card, you will continue to receive other information at your mailing address.

Changing Mailing Address if Your Address Changes Before Processing is Completed -

If your address changes before you receive your claim number, write to the Office of Personnel Management (OPM), giving your name, date of birth, your Social Security Number, and the deceased person's name, date of birth and Social Security Number. If you have received your claim number, you can either telephone OPM or write to us to report your new address. Please refer to your claim number in any correspondence. You can call OPM at 1-888-767-6738. Customer Service Specialists are available Monday through Friday, from 7:30 a.m. to 7:45 p.m. eastern time. They are not available on Federal holidays. If you use TTY equipment, call 1-855-887-4957. If you prefer to write, you should report your new address to:

U.S. Office of Personnel Management
ATTN: Change-of-Address
P.O. Box 440
Boyers, PA 16017-0440

In addition, you should notify your old post office of your forwarding address.

Information About Having Eligible Payments Rolled Over Into An Individual Retirement Arrangement (IRA) or Eligible Employer Plan -

Surviving spouses are eligible to request that OPM pay a direct tax-free rollover of certain lump sum payments to an IRA or eligible employer plan, if the payment is \$200 or more. Benefits eligible for rollover are:

1. The Basic Employee Death Benefit (BEDB), whether paid in a lump sum or in 36 installments.
2. Employee contributions, excess retirement deductions and/or voluntary contributions and any interest payable on these amounts.
3. Alternative annuity lump sum payments that were not paid to a deceased retiree.

The taxable portion of any eligible benefits that are not rolled over into an Individual Retirement Arrangement (IRA) or eligible employer plan, is subject to a mandatory Federal tax withholding of 20 percent.

If you are a surviving spouse and are eligible to receive one of the above benefits, you can either make the election when completing the application, or, if an election is not received with your application, the Office of Personnel Management (OPM) will send you information about your eligibility to roll over the benefits after we compute the amount of any lump sum you are due to receive.

The Internal Revenue Service (IRS) has provided additional information concerning rollovers in its *Tax Guide to U.S. Civil Service Retirement Benefits*, IRS Publication 721.



UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT

Retirement Services

1900 E Street, NW
Washington, DC 20415

www.opm.gov/retirement-services