



Benefits Administration Letter

Number: 04-103

Date: November 9, 2004

Subject: *Current Versions of FERS Death Benefit Application Forms/Pamphlet*

The Office of Personnel Management periodically revises forms that are used to apply for retirement and death benefits. When applying for benefits, it is important to use the current version of the application form in order to assure that all of the necessary information is provided to process a claim. This letter provides information regarding the current versions of important death claims forms which should be given to survivors of deceased employees, annuitants, and former employees who were covered under the Federal Employees Retirement System (FERS).

The current versions of the FERS death claims forms are:

Standard Form (SF) 3104

(Application for Death Benefits/Federal Employees Retirement System)

This form is used by persons applying for benefits upon the death of an employee, former employee, or retiree who was covered under the Federal Employees Retirement System (FERS). The current edition of SF 3104 is dated August 2002. Previous editions are not usable.

This version of the SF 3104 includes the latest Direct Deposit election options available to the applicant. Public Law 104-134 requires that most Federal payments be paid by Direct Deposit into a savings or checking account at a financial institution. However, if receiving the payment electronically would cause a financial hardship, or a hardship because of a disability, or because of a geographic, language or literacy barrier, the applicant can elect to waive the Direct Deposit requirement, and continue to receive the payment by check.

Standard Form (SF) 3114

(Applying for Death Benefits Under the Federal Employees Retirement System)

This is the information pamphlet that accompanies the SF 3104. The current edition date is August 2003. Previous editions of this pamphlet are not usable.

This pamphlet should be given to all individuals applying for death benefits under the Federal Employees Retirement System. It includes information on eligibility for death benefits, types of benefits payable upon the death of a Federal employee, former employee, or annuitant and procedures for applying for benefits.

Standard Form (SF) 3104B

(Documentation and Elections in Support of Application for Death Benefits when Deceased was an Employee at the Time of Death)

This is a packet of election forms which is used if the deceased was a Federal employee at the time of death. The current edition is dated May 2003. Previous editions are not usable.

In the May 2003 edition of this form, the elections for the method of payment of the Basic Employee Death Benefit and the Rollover Option have been consolidated onto one form. They are both found on the Death Benefit Payment Election Form in Section 5 of the SF 3104B. Section 5 also reflects the legislative changes which affected rollovers of lump sum and Basic Employee Death Benefit payments paid on or after January 1, 2002. Some of the changes are:

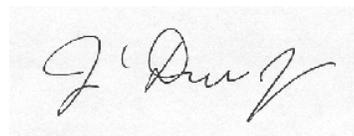
- Both the taxable and non-taxable portion of the benefit can now be rolled over. Previously, only the taxable portion could be rolled over.
- Surviving spouses can now make a rollover to an eligible employer plan. Previously, a rollover could only be made to an eligible employer plan if the payee was a former spouse eligible by court order.
- Rollovers of the taxable portion can now be made to the Thrift Savings Plan.
- Rollovers can be made to more than one institution at a time. Previously, only one rollover payment could be made at a time.

How to Obtain Forms

The SF 3104, SF 3114, and SF 3104B can be ordered from the General Services Administration's (GSA) Federal Supply Service using the normal FEDSTRIP/MILSTRIP procedures. Ordering information is provided below.

<i>Form Number</i>	<i>Title of Form</i>	<i>National Stock No.</i>	<i>Estimated Cost</i>
SF 3104	Application for Death Benefits	7540-01-249-5573	\$4.27 per 100
SF 3114	Applying for Death Benefits Under the Federal Employees Retirement System	7540-01-385-7427	\$14.55 per 100
SF 3104B	Documentation and Elections in Support of Application for Death Benefits When Deceased was an Employee at the Time of Death	7540-01-351-9169	\$6.86 per 100

SF 3104, SF 3114 and SF 3104B can also be accessed from our web site at www.opm.gov.



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