



For more detailed information on reporting a death, go to [www.surs.org](http://www.surs.org) and click on the Life Events tab, then the Death link. You may then choose from Death of a Member, Death of a Spouse or Death of a Survivor.

SURS Member Guides also include helpful information concerning Benefits Paid After Your Death. To access those guides, go to SURS website and click on the Retirement Plans tab, then choose the appropriate plan guide; Traditional, Portable or Self-Managed.

To complete or change your beneficiary form, visit the SURS website and log in to the secure Member Site by clicking on the gold button in the top right-hand corner of the homepage. When you have completed the form, print it, sign it and mail it to SURS, P.O. Box 2710, Champaign, IL 61825.

## What all members should do TODAY to ensure their wishes are known

Make sure the following documents are on file with SURS:

- A. Updated beneficiary form, along with current addresses of all beneficiaries
- B. Copy of your survivor's birth certificate
- C. Copy of your marriage certificate
- D. Declaration of domestic partnership
- E. Copy of divorce papers



## Reporting a Death

*Even in the most difficult times,  
we are here for you*



# Help for the survivor of a deceased SURS member

When a loved one is lost, it is a very difficult time to have to make decisions, gather documents and complete forms. The information provided here has been prepared to help when the death of a SURS member occurs.

SURS representatives are available Monday, Tuesday, Wednesday and Friday from 8 a.m. to 4:30 p.m. (CST) and Thursday from 9 a.m. to 4:30 p.m. (CST) to provide assistance by phone or in person at SURS office.

As soon as possible, report the death of the member to SURS. Notification may be made by calling SURS toll free at 800-725-7877 or direct at 217-378-8800, by sending a letter via U.S. mail, or by fax to 217-378-9800.



Whether you are reporting the death of a member, spouse or survivor, SURS will require the following information at the time the report is made:

- A. Date of death
- B. Deceased person's name, address, phone number, birth date and, if possible, member ID number
- C. Name, address and telephone number of a contact person

A certified copy of the death certificate should also be sent to SURS as soon as possible. Additional information or documentation may be requested.

Once SURS is notified of the death of the member, a letter will be sent to the person(s) eligible for benefits. This letter explains the benefits that are payable and also includes the forms necessary to apply for benefits. Assistance is available by calling SURS.

## Other helpful information

- If the member was actively employed with a SURS-covered employer, the employer should also be notified.
- If the member has a reciprocal annuity with any of the other state retirement systems, the same information required by SURS must also be provided to the other retirement offices.
- Any payments issued after a member's death are due back to SURS and will be deducted from benefits paid to survivor/beneficiary if not returned.
- Although the amount of the annuity to the retiree is not affected by the death of a spouse, it is also important to notify SURS as soon as possible of the death of a spouse.