

Death Benefit Checklist

DO NOT submit this checklist to IMRF—for employer's use only.



Use this checklist as a reference only—do not submit it to IMRF.

You may want to keep a completed checklist in your member's file as documentation of the death benefit application process.

IMRF Member Services Representatives are available to contact the survivors of a deceased member to discuss benefits.

For all IMRF members (active, inactive, retired, or on IMRF Disability)

- Advise survivors to contact IMRF at 1-800-ASK-IMRF (1-800-275-4673.)

For active members or members on IMRF Disability

To avoid a delay in benefit payments, you must:

- File a Notice of Termination through Employer Access
- Report the member's final earnings on the IMRF Monthly Wage Report

The IMRF death benefit will be paid after IMRF receives all the required forms and the member's final monthly payroll report.

Other Considerations

Survivors may also need your assistance to:

- Review Health Insurance Continuation vs. COBRA options
- Contact any Illinois Reciprocal Systems the member participated with
- Notify the member's Deferred Compensation carrier (if applicable)
- Notify NCPERS Group Voluntary Life Insurance carrier (if applicable)

