



Information for Your Beneficiary

HOW TO FILE A CLAIM

Once you have designated your beneficiary(ies), it is important to advise them that they may become entitled to certain benefits at the time of your death. In order to claim benefits, your beneficiary(ies) must be familiar with the steps involved in collecting the benefit amount.

Step 1 - Notification of Death

Your beneficiary should notify a MOSERS benefit counselor as soon as reasonably possible after your death. The beneficiary may contact us at:

Missouri State Employees' Retirement System
907 Wildwood Drive, PO Box 209
Jefferson City, MO 65109
(573) 632-6100 · (800) 827-1063

Your beneficiary may “assign” life insurance proceeds to cover your funeral expenses.

Claims of \$25,000 or more will automatically be paid through the “Standard Secure Access” account.

22

Step 2 - Verification of Death and Insurance Coverage

Once we receive notice of your death, MOSERS will send a letter to the informant describing the claims procedure. Your beneficiary will need to submit a certified copy of your death certificate to MOSERS. We will, in turn, submit the life insurance records to Standard Insurance Company.

Step 3 - Collection of Benefits

Once the previous two steps have been completed, Standard Insurance Company will establish the method of payment(s) to your beneficiary(ies). The payout process differs depending on the amount of the benefit and number of beneficiaries.

If the death benefit is less than \$25,000, Standard Insurance Company will issue a check(s) directly to the named beneficiary(ies).

If the death benefit is \$25,000 or more (per beneficiary), Standard Insurance Company will automatically deposit the benefit amount into a Standard Secure Access (SSA) account. An SSA account is an interest-bearing checking account established in the beneficiary's name. Your beneficiary may draw on this fully guaranteed account at any time in any amount over \$250 up to the full balance. Separate accounts will be established for multiple beneficiaries, if appropriate. The SSA account is subject to the terms and conditions of a confirmation certificate issued by Standard Insurance Company to the beneficiary.

If the death benefit is \$25,000 or more, but the beneficiary declines to participate in the SSA account, the death benefit may be paid in a lump sum. The beneficiary and Standard Insurance Company must mutually agree on the terms of the payout.

To the extent permitted by law, the amount payable to the beneficiary will not be subject to any legal process or claims of any creditor or creditor's representative.