



Forms Guide and Information

<p>Proof of Death Claim Form "POD"</p>	<p>This document is required to be completed by the NMPSIA participating employer's authorized representative on all life insurance claims, including dependent life insurance claims.</p> <p>Please fill out every field on the Proof of Death claim form to avoid delays during the review process. Please refer to the Life Insurance Benefits Application Instructions page of the claim form if you have additional questions.</p> <p>For further assistance completing the form, please contact your Standard Account Manager at 888.609.9763 ext. 0957.</p>
<p>Beneficiary Statement Form</p>	<p>The Beneficiary Statement form is generally completed by the beneficiary but in some situations, it may be completed by the guardian of a minor/trustee/estate representative, etc.</p> <p>Please include contact information for the beneficiary <u>on the Proof of Death claim form</u>. (i.e. name, Social Security number, date of birth, address, phone number and email address, if available.)</p>
<p>Enrollment Form</p>	<p>The Enrollment form is required by the Life Department to verify timely enrollment for contributory coverage(s).</p> <p>The Enrollment form is completed by the employee at initial Enrollment and for any elective increases. (This can include an enrollment form from a prior carrier plan.)</p>

NMPSIA LIFE CLAIM SUBMISSION GUIDE

Updated on 11.2020



Beneficiary Designation	<p>This document is completed, signed and dated by the employee designating a person or organization to receive the benefits in the event of his/her death. If no beneficiary designation exists, <u>this must be noted</u> in the remarks section of the Proof of Death claim form to prevent delays.</p> <p>Make sure a copy of the latest designation on file is submitted at point of claim filing.</p>
Death Certificate	<p>A copy of the final certified death certificate with final cause and manner of death is needed on all claims in order to establish proof of loss.</p>
Funeral Assignment	<p>Adult Beneficiaries (over age 18) can authorize The Standard to pay for the deceased's funeral expenses from their portion of their benefit by executing a Funeral Assignment. The assignment must reference the deceased's name, policy number, group name and must be signed and dated by the beneficiary(ies) of record.</p> <p>To honor the funeral assignment, it must be submitted with the claim.</p>
Submit Claim to The Standard	<p>All claim documents must be emailed to lifepro@standard.com with the Subject line "NMPSIA 645549 Life Claim for (deceased's name)".</p>