

Pre - Retirement Death Benefit Checklist

- _____ Salary sheet (active or terminated participant)
- _____ Death certificate of Participant
- _____ Proof of Birth for Participant (as shown on acceptable proof of date of birth list)
- _____ Pre-Retirement Beneficiary Retirement Form (if available)
- _____ Copy of Marriage Certificate (if participant was married at time of death)
- _____ Proof of Birth for Beneficiary (as shown on proof of date of birth list)
- _____ Estate Paperwork (if applicable)
- _____ Copy of Social Security Number (card) of Beneficiary
- _____ Current Mailing address of Beneficiary
- _____ Signature on Direct Deposit form (if applicable)
- _____ Voided Check for Direct Deposit form (if applicable)
- _____ Federal and State tax forms (if applicable)

PLEASE NOTE: Completed documents must be in our office no later than the fifth (5th) of each month in order for payment to be made at the end of the month. Please submit documents to adminretire@gacities.com.