

# WHAT TO DO WHEN A SPOUSE/ DOMESTIC PARTNER DIES



United Federation of Teachers  
*A Union of Professionals*

## **I. Things You Should Have**

- a. Collect all relevant papers and documents. These include wills, insurance policies, annuities, deeds, statements of ownership, bills, and loans.
- b. Originals or copies of death certificates are needed for most agencies you need to notify; e.g. NYC Teachers' Retirement System if your spouse was a beneficiary, Social Security, etc.

Then send an original death certificate to the Teachers' Retirement System:

NYC Teachers' Retirement System  
55 Water Street  
New York, NY 10041  
1-888-8NYCTRS (69-2877)

## **II. Employee Benefits Program**

If the spouse/domestic partner dies, contact the Employee Benefits Program within 30 days of the event. Fill out an ERB form, which can be obtained by calling the number below, in order to drop your spouse/domestic partner from your health coverage, and send it to:

NYC Employee Benefits Program  
22 Cortlandt Street, 12th Floor  
New York, NY 10007  
(212) 513-0470

## **III. SHIP**

You should contact SHIP and receive refunds of balances of the Supplemental Health Insurance Plan (SHIP) premium. Write to:

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*WHAT TO DO IF A SPOUSE/PARTNER DIES (continued)*

UFT SHIP  
52 Broadway – 17th Floor  
New York, NY 10004  
(212) 228-9060

**IV. NYSUT Policies**

Please contact NYSUT Members Benefits at 1-800-626-8101 if you participate in a NYSUT benefit plan (i.e. life, long-term care, catastrophic).

**V. Social Security Administration**

Contact your local Social Security Office or call 1-800-772-1213.

**VI. Veterans Administration (If applicable)**

- a. Reimbursement of up to \$150 toward a purchased cemetery plot.
- b. All other veteran's benefits the member may have been entitled to.

**VII. UFT-RTC**

If you have any further questions please contact:

UFT-RTC Pension Department  
52 Broadway – 17th Floor  
New York, NY 10041  
(212) 598-9536