



Statement of Claim — Option C
Family Life Insurance
Federal Employees' Group Life Insurance Program



Instructions

General

The Office of Federal Employees' Group Life Insurance (OFEGLI) pays claims under the Federal Employees' Group Life Insurance Program.

“We” and “our” on this form refer to OFEGLI.

“I” and “you” refers to the individual completing this form.

How do I complete this form?

- Read the instructions carefully.
- Please type or print legibly in ink.
- Complete parts A, B and C.

What else do I have to send with this claim form?

In addition to this claim form, you must send a certified copy of the deceased's death certificate that contains the cause and manner of death. You can get the certificate from your city's or state's Bureau of Vital Statistics or equivalent agency. We cannot accept a photocopy of the death certificate. We will let you know if we need anything else.

What should I do if I need help completing this form?

If you need help in completing this form, you may contact our customer service representatives, toll-free, at 1-800-OFE-GLIA (1-800-633-4542).

Where do I send this form and other documents?

Please *do not* send your claim form and other documents directly to OFEGLI.

- If you are an active employee, send everything to your employing office.
- If you are retired or receiving Federal Workers' Compensation benefits, send everything to:

Office of Personnel Management (OPM)
Retirement Operations Center
Attention: FE6-DEP
Boyers, PA 16017

What should I do if I no longer want Option C — Family Life Insurance?

- If you are an active employee, contact your employing office.
- If you are retired or receiving Federal Workers' Compensation benefits, write to:

Office of Personnel Management (OPM)
Retirement Operations Center
Attention: Annuity Adjustment Section
Boyers, PA 16017

Please include your retirement or compensation claim number and be sure to sign your letter.

Instructions to the employing agency/retirement system

- Complete Part D of this claim form.
- If the claim requires that you determine eligibility for foster children or disabled children older than age 22, first review the definitions on page 4 and then complete Part D of this claim form. Please note that OFEGLI does not need the background documentation.
- Send the completed claim form and certified death certificate to:

OFEGLI
P.O. Box 2627
Jersey City, NJ 07303-2627

IMPORTANT INFORMATION ABOUT MONEY MARKET ACCOUNTS

AUTOMATIC

- If we are paying you \$5,000 or more, we will automatically open a money market account in your name and mail you the checkbook. If we are paying you less than \$5,000, we will mail you a check.

SAFE

- The account earns interest starting the first day we open it.
- Metropolitan Life Insurance Company guarantees the full amount in the account, including all interest.

FREE

- You pay nothing for this account. There are no monthly service charges or charges for checks.
- You can write checks from \$250 up to the full balance at any time.

FLEXIBLE

- You can withdraw all or part of your money at any time, with no penalty.
- You can name a beneficiary for your funds, in case something happens to you.

We will send you detailed information about the account when we open one in your name.

SPECIAL NOTE

Please complete, in ink, the information below and sign your name in the first box. We need this information to open a money market account. Even though you may be giving the same information elsewhere on this form, you must also give it here. We cannot process your claim without this information.

Your signature (<i>Do not print</i>)									
Your name (<i>Please print</i>)									
Address (<i>Number, street, apt. no.</i>)									
City, state, ZIP code									
Your Social Security Number OR Estate/Trust Identification Number									
Date (<i>mm/dd/yyyy</i>)	Daytime telephone no. () Area Code				Evening telephone no. () Area Code				



**Statement of Claim — Option C
Family Life Insurance**

Federal Employees' Group Life Insurance (FEGLI)

Read the instructions carefully
before filling out this form.

Part A. Information about You

1. Your name (Last) (First) (Middle)	2. Date of birth (mm/dd/yyyy)	3. Social Security Number
4. Department or agency in which employed, including bureau or division	5. Location of employment (City, state, ZIP code)	
6. Are you retired and receiving a monthly annuity under any Federal civilian retirement system ? Yes No If "Yes", provide the Claim number (CSA, CSF, CSI) _____ *Special Note: Social Security monthly payments are not Federal civilian retirement annuities. If "Yes", provide the effective date of Retirement _____ (mm/dd/yyyy)		

Part B. Information about the Deceased Family Member

1. Deceased's full name (Last) (First) (Middle)	2. Date of birth (mm/dd/yyyy)	3. Date of death (mm/dd/yyyy)
Complete Items 4 through 9 if this claim is for your spouse		
4. Date of marriage (mm/dd/yyyy)	5. Place of marriage (City and state)	6. Marriage was performed by: <input type="checkbox"/> Clergy or Justice of the Peace <input type="checkbox"/> Other (Specify) _____
7. Were you living with the deceased at the time of death? Yes No	8. Were you divorced from the deceased at the time of death? Yes No	9. If you were divorced from the deceased, give the date (mm/dd/yyyy) and place of the divorce (City and state)
Complete Items 10 through 13 if this claim is for your child		
10. Child's marital status Single Married	11. Child's relationship to you Legitimate child Adopted child	Foster child Disabled dependent child 22 yrs. or over Other (Specify) _____
12. If the deceased was a stepchild, recognized natural child, or foster child was the child living with you at the time of death? Yes No (Explain on separate sheet)	13. If the deceased was a recognized natural child and was not living with you at the time of death, did you provide financial support for the child? Yes No (Explain on separate sheet)	

Part C. Your Certification

<p>If the amount payable to you is \$5,000 or more, OFEGLI will open a money market account in your name, giving you complete control of and immediate access to all your funds. You may write checks for all or part of the money in your account when you receive your checkbook.</p> <p>See page 2 for more information, and be sure you complete the information on page 2 under "Special Note".</p> <p>If the amount payable to you is less than \$5,000, OFEGLI will send you a check.</p>	Your name (Please print)	
	Address (Number, street, apt. no.)	
	City, state, ZIP code	
	Your Social Security Number	Estate or Trust ID Number

Under penalty of perjury, I certify:

- That the number shown on this form is my correct taxpayer identification number; and
- That I am NOT subject to backup withholding because: (a) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends; or (b) the IRS has notified me that I am no longer subject to backup withholding.

If you are currently subject to backup withholding, check this box:

3. I am a U.S. citizen or a U.S. resident for tax purposes. Check one Yes No

If you are not a U.S. citizen or resident for tax purposes, we will send you a W-8BEN that you are required to complete to certify your foreign status.

The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

My signature (Do not print) _____ () _____ () _____
Area Code Daytime telephone no. Area Code Evening telephone no.

Warning—If you knowingly and willfully make any materially false, fictitious or fraudulent statement or representation on this form, or conceal a material fact related to the requests for information on this form, you may be subject to a monetary fine or imprisonment for not more than five years, or both, under 18 U.S.C. 1001.

Part D. Employing Agency/OPM Certification of Insurance Status

<ul style="list-style-type: none"> • <i>Employing agency completes items 1, 2 and 4 through 8 for Active Employees</i> • <i>OPM completes all items 1 through 8 for Retirees and Compensationers</i> 		
<p>1. Did the insured have Option C on the date of death of the family member?</p> <p>No Yes If "Yes" provide effective date of election _____ <small>(mm/dd/yyyy)</small></p> <p>If "Yes" mark the box to show the number of multiples <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5</p>	<p>2. Did the insured indicate in Part B - Item 11 that the deceased was a foster child or disabled dependent child?</p> <p>No Yes</p> <p>If "Yes" do you certify that the child qualifies for Option C coverage?</p> <p>No Yes</p>	
<p>If the insured is retired or receiving compensation, complete items 3a. through 3c.</p>		
<p>3a. What is the effective date of the insured's retirement or receipt of compensation? _____ <small>(mm/dd/yyyy)</small></p> <p>3b. What is the insured's date of birth? _____ <small>(mm/dd/yyyy)</small></p>	<p>3c. What was the insured's Option C election?</p> <p>Number of multiples for full reduction <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5</p> <p>Number of multiples for no reduction <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5</p>	
<p>4. Agency Name</p> <p>_____</p> <p>_____</p> <p>Agency Telephone Number () _____ <small>Area Code</small></p>	<p>5. Agency Mailing Address</p> <p>_____</p> <p>_____</p> <p>Number, Street</p> <p>_____</p> <p>City, state, ZIP code</p>	
<p>I certify that the information I gave in Part D of this form is correct and that I obtained it from the employee's/retiree's/compensationers' official records.</p>		
<p>6. Name of authorized agency official (Please print)</p> <p>_____</p>	<p>7. Signature of authorized agency official (Do not print)</p> <p>_____</p>	<p>8. Date Signed</p> <p>_____</p> <p><small>(mm/dd/yyyy)</small></p>

Definition of Terms

Disabled dependent child age 22 years or over means a child who was incapable of self-support because of a mental or physical disability that existed before the child became 22 years of age.

Foster child means a child living with you in a regular parent-child relationship where you are the primary source of financial support for the child and expect to raise the child to adulthood. A child placed in your home by a welfare or social service agency under an agreement where the agency retains control of the child or pays for maintenance does not qualify as a foster child. Grandchildren, as such, are not eligible family members. However, grandchildren can qualify as foster children if they meet all of the requirements.

Recognized natural child means a child born out of wedlock whom you recognized as your child during the child's lifetime. In addition, at the time of the child's death, he/she must have either lived with you in a regular parent-child relationship or been dependent on you financially.

Regular parent-child relationship means that you exercise parental authority, responsibility, and control over the child by caring for, supporting, disciplining, and guiding the child, including making decisions about the child's education and health care.

If you have any questions concerning your child's eligibility for coverage, you must contact your employing agency or retirement system, and not OFEGLI.