

# Report of death of MTRS member or benefit recipient

## INSTRUCTIONS

Please submit **your completed form** to the MTRS in one of three ways:

- 1) **FAX** to 617-679-6842 (be sure to also fax a photocopy of death certificate); or
- 2) **MAIL** to MTRS Retiree Services, 500 Rutherford Ave., Suite 210, Charlestown, MA 02129 (be sure to mail a photocopy of death certificate); or,
- 3) **E-MAIL** to RetServUnit@trb.state.ma.us (see instructions below).

Within seven days after we receive your form, we will contact you to let you know what the next steps are in the processing of the deceased individual's MTRS account.

## DECEASED INDIVIDUAL

Name .....

Date of death .....

Person's MTRS status . . .  **Retiree** Option retired under (if known)  A  B  C

Check all that apply  **Survivor** (either of a retiree, or of a member who died while in service)

**Alternate payee** (pursuant to a Domestic Relations Order)

**Active or inactive member**

Last 4 digits of SSN . . . .  MTRS member number (if known)

## YOUR INFO

Name .....

Street address .....

City  State  ZIP

Phone .....  E-mail

Your relationship to individual .....  Spouse  Child  Sibling  Other

## INTAKE INFO

- 1) Is there a surviving spouse? .....  Yes  No
- 2) Are there any surviving children? .....  Yes; how many?   No
- 3) For the purposes of distributing the individual's assets, is there **either** an estate that will be probated, **or** a trust? . .  Yes (an EIN will be required\*)  No  Don't know
- 4) Optional: Please note any additional information that you think would be helpful to us:
- 5) If submitting via FAX or MAIL, ATTACH photocopy of individual's death certificate .....

### MTRS INTAKE

By \_\_\_\_\_

On \_\_\_\_\_

### TO SUBMIT YOUR COMPLETED FORM VIA E-MAIL:

- 1) **CLICK** the green button; this will automatically open your e-mail application and attach this completed form to a message addressed to the MTRS.
- 2) **SEND** your e-mail to us. When your e-mail has been successfully sent, you will receive an automated reply confirming that we have received your submission. Also, please either fax or mail a photocopy of the death certificate to the MTRS.

**Click the green button above to attach your completed form to an e-mail message automatically addressed to the MTRS**

**\*What is an EIN and how do I get one?** Although it stands for "Employer Identification Number," an EIN is also a tax identification number for estates. EINs are issued by the Internal Revenue Service (IRS), and obtaining one is fast, free, easy and can be done online. To apply for an EIN, simply go to <https://sa.www4.irs.gov/modiein/individual/index.jsp>, Monday through Friday 7:00 a.m. to 10:00 p.m. Eastern Time.