

Information for Beneficiaries and Family Members Upon Death of Employee

This information has been prepared to help beneficiaries and family members determine the agencies and state departments that should be contacted to ensure the eligible beneficiaries receive all the benefits – such as life insurance, health insurance, retirement and social security.

If the Deceased had	What to expect / What to do / Who to Contact
Unpaid compensation	The beneficiary(ies) as designated via the Hawai'i Information Portal is entitled to receive any unpaid compensation (salary, vacation leave, etc.). Contact the designated HR representative.
Life insurance	For information on EUTF life insurance benefits and to file a claim, call Securian Financial at (808) 536-9890 or toll-free (877) 291-8466.
Pension	For information on retirement benefits, call the Employees' Retirement System at (808) 586-1735 or toll-free (888) 659-0708.
Social Security Administration (SSA)	<p>For information on social security benefits, contact your local SSA office:</p> <ul style="list-style-type: none"> • Honolulu Office: (855) 572-4879 • Kapolei Office: (855) 572-4866 • Maui Office: (855) 572-4863 • Hawai'i (Big Island) Office: (855) 572-4860 • Līhu'e Office: (855) 572-4842 • TTY: (800) 325-0778
Employee Organization (union)	<p>To inquire if the deceased was covered by the organization's insurance plan, contact the respective union:</p> <ul style="list-style-type: none"> • UHPA – (808) 593-2157 • HGEA – (808) 543-0000 • UPW – (808) 847-2631

If the Deceased had	What to expect / What to do / Who to Contact
State Deferred Compensation Plan – Island Savings Plan	If the deceased had a State Deferred Compensation Plan, contact Prudential Life Insurance toll-free (888) 712-5642. Press 2 for local office.
Tax Shelter Annuity	If the deceased had a tax shelter annuity plan, contact the investment provider directly. The HR representative will be able to assist you.
Died as a result of a work-related injury or illness	For information on workers' compensation benefits, contact the University Office of Risk Management at (808) 956-7243.
Health Plans	The Hawai'i Employer-Union Health Benefits Trust Fund (EUTF) will forward information on COBRA health insurance benefits. Contact the EUTF at (808) 586-7390 or toll-free (800) 295-0089.
Flexible Spending Account	If the deceased had a flexible spending account, contact National Benefit Services at (808) 465-2284 or toll free (855) 399-3035.
Part-time, Temporary, Seasonal (PTS) Deferred Compensation Plan	To inquire if the deceased had a PTS Plan, contact Comprehensive Financial Planning, Inc. at (808) 596-7006 or toll free (800) 600-7167.
Credit Union	If the deceased had belonged to a credit union, contact the credit union(s).
Final tax return	For information/assistance, contact the Internal Revenue Service/Hawai'i State Tax Office.