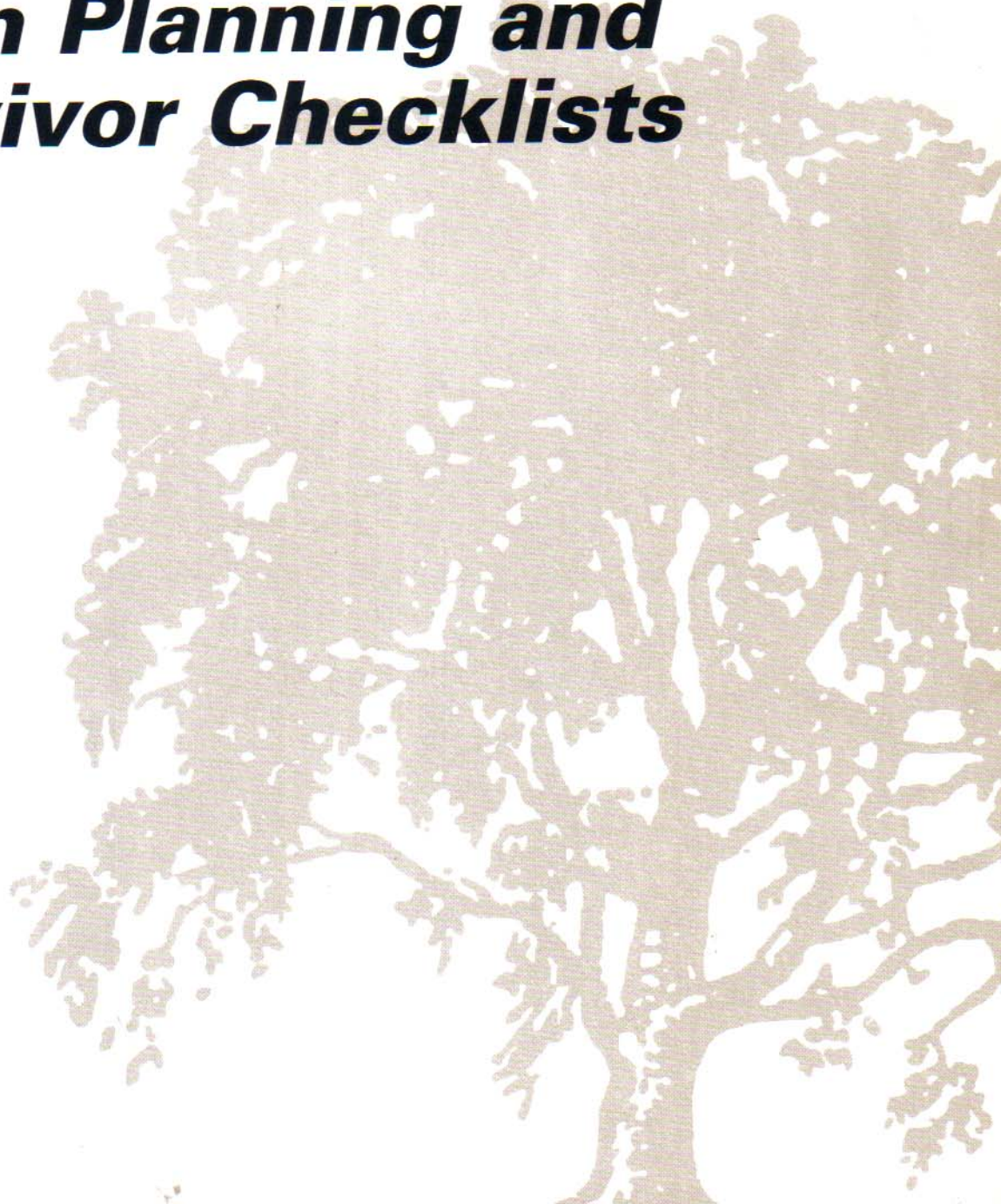




Elfun Survivor's Guide

Helping Your Loved Ones:

***Elfun Planning and
Survivor Checklists***



Helping Your Loved Ones: Elfun Planning and Survivor Checklists



There are many arrangements and tasks that follow the death of a loved one. In order to help ensure that your survivors and/or executor of your estate are fully prepared in the event of your death, the **Elfun Society** has developed two checklists.

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1 The first checklist, the **Elfun Planning Checklist**, is for you to use *now*, to plan and prepare the key information for your survivors or the executor of your estate to use in the event of your death.

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2 The second checklist, the **Elfun Survivor Checklist**, is for your survivors to use after your death to ensure that the information you have prepared is utilized; that actions are taken according to your wishes; and that GE benefits are properly accessed and delivered.

Important Points About These Checklists

These checklists are designed to assist you in your estate planning. However, because each individual's circumstances are different, the checklist may not cover every possible situation for you or your family. Please consult an attorney, accountant or other professional for a complete review of your estate planning needs.



The Elfun Planning Checklist is for you to use now, to plan and prepare the key information for your survivors or the executor of your estate to use in the event of your death.



To update your beneficiary form:

- **Employees call GE Enrollment Center at 1-800--252-5259**
- **Retirees call GE Pension Benefits Inquiry Center at 1-800-432-3450**



List storage locations

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Elfun Planning Checklist: Planning for Your Survivors

Organize the following information in a place known or easily accessible to your survivors in the event of your death — some of the information may require annual updates on your part.

Information You'll Need:

- ☒ 1. Your Social Security number.
- ☒ 2. A copy of your GE Beneficiary Designation form. You should update your form if your address changes, your beneficiary or beneficiaries' addresses change, or whenever you want to change your beneficiary designations.
- ☒ 3. Your estate information: your executor's name, address and phone number. The name, address and phone number of your lawyer, accountant or financial advisor, if applicable.
- ☒ 4. Your most recent GE Personal Share Statement, if you are an active employee. If you are retired, the statement of insurance that you received at the time of your retirement. Retirees may receive an updated insurance statement by calling the GE Pension Benefits Inquiry Center at **1-800-432-3450**.
- ☒ 5. A list of your health and life insurance coverages outside of your GE and Elfun coverages, with contact phone numbers.
- ☒ 6. A list of your income sources, including salary, pension (GE and others), Social Security, annuities, funds, trusts, stock dividends, interest, etc.
- ☒ 7. A list of your bank, retirement, stock, mutual fund and other accounts, including the name of the company or institution, safety deposit box location(s), account numbers and phone numbers.
- ☒ 8. A list of properties owned by you, such as your home, your business or other property.
- ☒ 9. A list of your outstanding loans, debts or credit card accounts, including the name of the company or institution, and account numbers.
- ☒ 10. Directions on where key documents are located. List storage locations for wills, power of attorney, health care proxies, deeds, mortgage statements, tax returns, bank statements, pass books, loan contracts, investment documents, insurance policies, car and boat registration(s) and title(s), credit card contracts, safe deposit box key, personal safe combination, etc.
- ☒ 11. Other important information such as your status as a veteran and related discharge papers (Federal Form DD214), if applicable; this may include your birth certificate, naturalization papers, your marriage certificate, and any preferences regarding your funeral.
- ☒ 12. The Elfun Survivor Checklist (*copy attached*).

The Elfun Survivor Checklist is for your survivors to use after your death to help ensure that the information you have prepared is utilized; that actions are taken according to your wishes; and that GE benefits are properly accessed and delivered.



Call the GE Pension Benefits Inquiry Center at 1-800-432-3450 to notify GE of an Elfun's death

– Also –



Notify the Social Security Administration at 1-800-772-1213

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Elfun Survivor Checklist:

For Use by Survivors or the Executor of the Estate In the Event of an Elfun's Death

- ☒ 1. **Call the GE Pension Benefits Inquiry Center at 1-800-432-3450** to notify GE of an Elfun's death as soon as possible. You'll need to provide the following information:
- a) The name and Social Security number of the deceased
 - b) The date of death
 - c) The following, as applicable:
 - Spouse's name, address and phone number, if married and/or
 - Beneficiary name, address and phone number and/or
 - Estate information, executor, address and phone number.

GE will respond shortly with a summary package of the survivor benefits available to you, which may include information on the following, if applicable: life insurance, continuation of health benefits for eligible survivors, survivor pension and the GE Savings & Security Program account.

This package will also include instructions on how to process and receive your survivor benefits; a list of relevant benefits 800 numbers for your use; how to file benefits claims and conduct other inquiries; and other important information.

You should also notify the Social Security Administration at 1-800-772-1213. It is important to report the death as soon as possible, in order to avoid over-payment of the GE Pension and Social Security. If payments are made after the date of death, GE and Social Security will request a refund of any overpayments.

- ☒ 2. Determine the number of certified death certificates you will require. You'll need these to file claims for life insurance, survivor benefits, and to change the title of property and financial accounts. You may be able to obtain these death certificates from the funeral director or your county coroner. Photocopies of the death certificate are not acceptable in most cases.
- ☒ 3. **Locate and inventory important documents, such as:**
- Original will and codicils
 - Insurance policies
 - Bankbooks
 - Stock/bond certificates
 - Social Security records
 - Trust agreements
 - Marriage certificate
 - Divorce certificate
 - Military records

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Elfun Survivor Checklist:

For Use by Survivors or the Executor of the Estate In the Event of an Elfun's Death

☒ 4. Also notify these key contacts:

- Credit union or bank
- Veterans Admin.
- Fraternal groups
- Accountant
- Insurance agent
- Social Security Admin.
- Lawyer
- Veterans/Civic Assoc.
- Financial Advisor
- Creditors (credit cards, loans, etc.)

☒ 5. Review your cash resources, such as savings accounts, checking accounts and money market accounts. You may want to request the executor to apply to the court for an allowance to support the family.

☒ 6. Change names on bank accounts: Joint bank accounts generally should be changed to the name of the surviving owner. *In most cases, you will need a separate estate checking account and a separate taxpayer ID number. (Contact the IRS for instructions.)*

If your spouse had an Individual Retirement Account (IRA), you should consult with your advisor before taking any action regarding name changes or withdrawals.

☒ 7. Transfer of titles: Submit requests for revision of titles to homes, vehicles and other properties if such are needed; certified death certificates may be required.

☒ 8. Keep a list of heirs and beneficiaries' names, addresses, birth dates, Social Security numbers and phone numbers. Several months after the death, you may be required to pay estate taxes — consult your lawyer, accountant and/or the executor of the estate regarding this matter.

☒ 9. Going forward: Review and save all incoming mail; save copies of all outgoing business mail and bills paid; maintain organized files.



**Review your
cash resources**