1333 S. Kirkwood Road
P.O. Box 229007
St. Louis, MO 63122-9007
tel 888.927.7526
fax 314.996.1127
info@ConcordiaPlans.org

Death Notification Form

Concordia Disability and Survivor Plan

Clear

Informant Information

Informant's Name (First Name, Last Name) *: _____

Informant's Relationship to Employee* : _____

Informant's Phone Number *: _____

Informant's Address *: Street_____City_____State_____Zip_____

Informant's Email Address*: _____

Employee Information

Employee Name First Name, Middle Initial, Last Name)*: _____

Employee ID:_____

Employee Status*: _____

Employee Phone Number*: _____

Employee Address*: Street_____City_____State_____Zip_____

Employee Email*:_____

Deceased Information:

Deceased Name (First Name, Middle Initial, Last Name)*: _____

Relationship to Member*: _____

If Spouse, is the Spouse also a Member*:

Yes ☐

No ☐

If Member, is the Spouse also a Member*:

Yes ☐

No ☐

Date of Death (mm/dd/yyyy)*:_____

Additional Information: _____

_____

* *Indicates Required Field*

SEND YOUR SUBMISSION SECURELY!

1. Complete *all* the required fields on the PDF.
2. Password Protect the PDF with the date of birth of the member (MMDDYY).
   - To Password Protect your file go to PDF tools, click Protect then Encrypt. Select Encrypt with Password and enter the member's date of birth in the MMDDYY format. Terminology may very slightly depending on the program used.
3. Save the PDF to your electronic device.
4. Email the attachment to info@ConcordiaPlans.org, and indicate the member associated with the submission.

The family of the deceased will receive a letter or email within one week confirming the receipt of this notification. We request that the family sends a copy of the deceased's death certificate *at your earliest convenience to* info@ConcordiaPlans.org *or fax at 314-996-1127.*

Within the next several weeks the family will receive a phone call from our Survivor Services department. Following that initial contact, Survivor Services will send information in writing to complete and return so that we can set up benefits. Once the completed paperwork has been received benefits will be set up within three business days.