



NEW YORK STATE AND LOCAL RETIREMENT SYSTEMS  
 110 STATE STREET  
 ALBANY NY 12244-0001

# SURVIVOR'S BENEFIT PROGRAM

## Notification of Employee's Death

### RS 6358

(Rev. 7/02)

**INSTRUCTIONS:** Parts A and B are to be completed by the employer. If an answer is 'None' or 'Unknown', please indicate. This form should be forwarded to the attention of the Survivor's Benefit Program at the address above whenever an employee dies. This will enable us to avoid needless delay in initiating payment to the beneficiary.

**PART A**

1. Name of Employee (Last, First, MI)				2. Social Security Number	
3. Date of Birth	4. Date of Death	5. Date of Appointment	6. Title	7. Negotiating Unit	
8. Current Payroll Item No.		9. Name of Retirement System			
10. Ret. Registration Number		11. Agency Code		12. Last Date on Payroll Receiving Salary (Not date lump sum payment was processed)	

13. Check Appropriate Boxes:

**A — Non M/C**

- Employee on payroll on date of death and for 90 of the 120 days immediately preceding death.
- Employee not on payroll on day of death but on payroll for 90 of the 120 days immediately preceding death.
- Employee died following return to payroll from authorized leave without pay and had at least one year of State service.
- Employee died while on authorized leave without pay, was not otherwise gainfully employed while on leave and had been on the payroll (Check A or B below):
  - A  within six months prior to death and had at least one year of service

**OR**

- B  within one year prior to death and had at least five years of service since date of last entry or re-entry into State service.
- Check if there is a possibility of accidental death benefit by Retirement System.

**B — M/C**

- Employee on payroll on day of death and for 30 of the 60 days immediately preceding death.
- Employee not on payroll on day of death but on payroll for 30 of the 60 days immediately preceding death.
- Employee died following return to payroll from authorized leave without pay and had at least one year of State service.
- Employee died while on authorized leave without pay, was not otherwise gainfully employed while on leave and had been on the payroll as an M/C employee (check A or B below):
  - A  within six months prior to death and had at least one year of M/C service

**OR**

- B  within one year prior to death and had at least five years of M/C service.
- Check if there is a possibility of accidental death benefit by Retirement System.

14. Original Form RS 6357 (Non-Member Employee Designation of Beneficiary) must be attached if employee is not a retirement system member. If RS 6357 is not on file, check box below and complete information requested. In addition, a copy of the employee's work history must be attached if employee is not a member of either the NYS Employees' Retirement System or the Police and Fire Retirement System.

RS 6357 is not on file. Name and address of next of kin listed below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART B - RATE OF COMPENSATION**

1. Check the appropriate box and enter requested salary and work schedule information.

If employee was NOT employed on an annual salary basis in a full-time year round position, enter the number of hours, days and weeks per year he/she would have worked during the twelve months immediately preceding his/her last day on the payroll if he/she had rendered continuous service during such period, working the number of hours per week and weeks per year normally and regularly required of employees holding the same position. Salary rate is rate as of last day on payroll prior to death.

- a.  Employee worked in a full-time, year-round position and was paid on an annual salary basis. His/Her annual rate of compensation was \_\_\_\_\_ + Inconvenience Pay \_\_\_\_\_ + Location Pay \_\_\_\_\_ + Preshift Briefing \_\_\_\_\_ = \_\_\_\_\_ Total Annual Salary.
- b.  Employee was paid on an annual salary basis but was employed in a part-time position. The employee worked \_\_\_\_\_ hours per week, \_\_\_\_\_ weeks per year. His/Her annual rate of compensation was \_\_\_\_\_.
- c.  Employee was paid on a per diem basis at \_\_\_\_\_ per day. He/She worked \_\_\_\_\_ hours per week, \_\_\_\_\_ days per week, \_\_\_\_\_ weeks per year. His/Her annual rate of compensation was \_\_\_\_\_.
- d.  Employee was paid on an hourly basis at \_\_\_\_\_ per hour. He/She worked \_\_\_\_\_ hours per week, \_\_\_\_\_ weeks per year. His/Her annual rate of compensation was \_\_\_\_\_.
- e.  Employee worked in a seasonal position. His/Her bi-weekly rate was \_\_\_\_\_. The employee worked \_\_\_\_\_ hours per week, \_\_\_\_\_ weeks per year. His/Her annual rate of compensation was \_\_\_\_\_.

2. Additional Comments

3. I hereby certify that the above facts are as shown in the records of this agency and I believe the same are true and correct.

Signature \_\_\_\_\_  
 Agency \_\_\_\_\_  
 Date \_\_\_\_\_

Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 ( \_\_\_\_\_ )  
 Telephone No. \_\_\_\_\_

PART C (To be completed by Death Benefits Section of appropriate Retirement System)	PART D (To be completed by Survivor's Benefit Program)
<p>1. We have paid a death benefit (excluding the reserve-for-increased-take-home pay) of: \$_____.</p> <p>TO: Name _____                      No. &amp; Street _____                      City, State and Zip _____                      Date of Birth _____                      Social Security Number _____</p> <p>2. Based on the following information:</p> <ul style="list-style-type: none"> <li>a. <input type="checkbox"/> ordinary death</li> <li>b. <input type="checkbox"/> accidental death</li> <li>c. <input type="checkbox"/> member for less than one year</li> <li>d. <input type="checkbox"/> employee not a member of this system</li> <li>e. <input type="checkbox"/> other _____</li> </ul> <p>I hereby certify that the required Certificate of Death has been filed with this agency.</p> <p>Signature _____                      Retirement System _____                      Date _____</p>	<p>Computation of Benefit</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ordinary Death benefit                              Rate of Compensation  <input type="checkbox"/> Non M/C (1/2 Rate of Compensation) _____  <input type="checkbox"/> M/C (Full Rate of Compensation) _____                              Ordinary Death Benefit _____</li> <li><input type="checkbox"/> Accidental Death Benefit  <input type="checkbox"/> Non M/C    <input type="checkbox"/> M/C                              Survivor's Benefit Due _____</li> </ul> <p>Remarks:</p> <p>Signature _____                      Date _____</p>