Death of a Family Member Checklist

When faced with the death of a family member, you, a family member or your beneficiary should notify Retirement Administration to report the life event.

Within 31 Days

- If you need to make changes to your benefits, the HR team can assist you. You can submit an HR request including a copy of the death certificate. The HR team will remove the coverage and assist you with any life insurance claims. Submit a HR Help Desk Service Request

- Submit Death Certificate to Retirement Administration.
    - Scan and email to RetirementAdministration@bcbsm.com or send via interoffice mail to Retirement Administration at Mail Code 0126

Suggested Changes

- Update your medical, dental, and vision benefits.
    - Update your Emergency Contact Information in Oracle Cloud.Navigator (three bars in upper left corner of screen) > Me > Personal Information
- Update your Federal and State tax withholding allowances.
    - Navigator (three bars in upper left corner of screen) > Pay > Tax Withholdings
    - Update your Local tax withholding allowances. Download State and Local tax forms
- Update your life insurance, accidental death insurance, supplemental life insurance and beneficiaries.
- Update open FMLA claims. *Did you know that the majority of personal information can be updated using Oracle Cloud? Log on through to Oracle Cloud and keep your personal information up to date to ensure can better serve you as a valuable member of the EH community.*