

# Guide for Survivors of State Executive Branch Employees

As an employee of the State, you are part of our family. So we want to be sure that your loved ones know what to do and who they should contact should something unfortunate happen to you. It would be helpful if your survivors obtain copies of the death certificate from the Department of Health, Vital Records Section, to show to the various agencies. This would make things easier and faster. Please take the time to review this information with your family and keep this information with all of your important family papers. Taking a few minutes now to discuss this information with your family will make an already difficult time less burdensome. We hope you find this Guide helpful. If you have further questions, contact your Departmental Human Resources Office.

\* Please note that the information in this Guide is intended to address some of the more common concerns of State employees and their survivor(s) and does not constitute a legal document or contract. It lists only some of the benefits that may be available. State benefits vary by type of employment appointment and collective bargaining agreement, and are subject to change. For further information, contact your Departmental Human Resources Office, or refer to the applicable rules, laws, collective bargaining agreements, executive orders, or benefit plan documents.

**In the event of your death, your family member should immediately notify the Departmental Human Resources Office (DHRO) for the Department of \_\_\_\_\_.**  
(Write name of your employing department)

MAJOR BENEFITS		
	<i>Benefits That May Be Available To Your Survivors</i>	<i>Contact/Website Information</i>
<b>Unpaid Compensation</b>	<p>_____  <i>(Write name(s) you designated as beneficiary on Form D-90, Employee's Designation of Beneficiary - Department of Accounting &amp; General Services)</i></p> <p>The person(s) designated above should receive any unpaid compensation from the State, including unused vacation pay and unpaid wages.</p> <p>In the event of your death, your beneficiary should contact your DHRO.</p>	
<b>Death Benefits - Employees' Retirement System (ERS)</b>	<p>_____  <i>(Write the name(s) you designated as beneficiary on ERS Form 1-A, Contributory/Hybrid Plan Designation of Beneficiary)</i></p> <p>The person(s) designated above should receive the death benefits payable from your Retirement Plan.</p> <p>If you are under the Noncontributory Plan, you did not fill out a beneficiary designation form. Under this plan, the law requires your benefits go to your surviving spouse and/or dependent children.</p> <p>In the event of your death, your beneficiary should contact ERS.</p>	<p>ERS (Oahu): 586-1735</p> <p>Neighbor island members may call the island offices.                      Hawaii: 974-4076, 974-4077                      Kauai: 274-3010, 274-3011                      Maui, Molokai/Lanai: 984-8181, 984-8282</p> <p>Website: <a href="http://ers.hawaii.gov">http://ers.hawaii.gov</a></p>
<b>COBRA – Hawaii Employer-Union Health Benefits Trust Fund (EUTF) – Health Benefits</b>	<p>If you were covered by medical, prescription drug, vision, and/or dental plans with the State, your beneficiary should contact the EUTF to report your death and for information regarding COBRA coverage.</p>	<p>EUTF: 586-7390                      1-800-295-0089 (toll-free)</p> <p>Website: <a href="http://www.eutf.hawaii.gov">www.eutf.hawaii.gov</a></p>
<b>Life Insurance – USABLE Life</b>	<p>_____  <i>(Write name(s) you designated as beneficiary on the USABLE Life Beneficiary Designation Form)</i></p> <p>All employees are eligible for the employer paid life insurance plan provided through the EUTF. In the event of your death, your family or personal representative should contact USABLE Life.</p>	<p>USABLE Life: 538-8920                      1-855-207-2021(toll-free)</p> <p>Website: <a href="https://www.usablelife.com/portal/eutf">https://www.usablelife.com/portal/eutf</a></p>
<b>State Deferred Compensation Plan- Island Savings Plan (IRC 457)</b>	<p>_____  <i>(Write the name(s) you designated as beneficiary on the Beneficiary Designation Form - State of Hawaii Island Savings Plan)</i></p> <p>In the event of your death, your beneficiary should contact Prudential.</p>	<p>Prudential Retirement Representative:                      1-888-712-5642</p> <p>Prudential Local Office:                      1-888-712-5642, press "2"</p> <p>1100 Alakea Street, Suite 1550,                      Honolulu, HI 96813</p> <p>Website:  <a href="http://prudential.com/islandsavings">http://prudential.com/islandsavings</a></p>
<b>Tax-Sheltered Annuity Plan (403(b))</b> (Applicable to DOE & UH Employees Only)	<p>_____  <i>(Write the name(s) you designated as beneficiary)</i></p> <p>_____  <i>(Write the name of the investment provider and the name and phone number of your financial advisor.)</i></p>	<p>Contact the investment provider or financial advisor, or National Benefit Services (NBS) at 1-800-274-0503, option 5.</p>

MAJOR BENEFITS		
	<i>Benefits That May Be Available To Your Survivors</i>	<i>Contact/Website Information</i>
<b>Part-time, Temporary &amp; Seasonal (PTS) Deferred Compensation Retirement Plan</b>	<p>(Write the name(s) you designated as beneficiary)</p> <p>In the event of your death, your beneficiary should contact Comprehensive Financial Planning, Inc. to find out if there is a PTS account in your name.</p>	<p>Comprehensive Financial Planning, Inc.: 596-7006 or 1-877-550-5552</p> <p>Website: www.compfinplan.com</p>
<b>Island Flex (Flexible Spending Accounts)</b>	<p>In the event of your death, your beneficiary should contact Comprehensive Financial Planning, Inc. to find out if there is an <i>Island Flex</i> account in your name.</p>	<p>Comprehensive Financial Planning, Inc.: 596-7006 or 1-877-550-5552</p> <p>Website: www.compfinplan.com</p>
<b>Other Considerations If You...</b>	<p><b>Were a veteran</b>, your beneficiary should contact the Veteran's Administration to find out if any benefits are available.</p>	<p>Veterans Benefits Administration Honolulu Regional Benefit Office 459 Patterson Road, E-Wing Honolulu, HI 96819-1522</p> <p>1-800-827-1000</p>
	<p><b>Were retired military</b>, your beneficiary should contact the appropriate military branch office, including the National Guard, because your family may be entitled to assistance from a Survivor's Assistance Officer to help them during their time of need and to help them apply for the various benefits to which they may be entitled.</p>	
	<p><b>Earned enough Social Security credits through your work</b>, your beneficiary should contact Social Security Administration for information on social security benefits they may be entitled to.</p>	<p>Social Security Administration Prince Kuhio Federal Building 300 Ala Moana Blvd., Rm. 1114 Honolulu, HI 96850 1-800-772-1213</p>
	<p><b>Were a member of an employee organization (union)</b>, your beneficiary should contact the appropriate employee organization to find out if they are covered by that organization's insurance plan.</p>	
	<p><b>Belonged to a credit union</b>, your beneficiary should contact one or more of the credit union; there may be checking, savings, and loan accounts in your name.</p>	
	<p><b>Need to have your final tax return filed</b>, your beneficiary may contact Internal Revenue Service/Hawaii State Tax Office for information/assistance.</p>	<p>Internal Revenue Service Prince Kuhio Federal Building 300 Ala Moana Blvd. Honolulu, HI 96850 524-5953</p> <p>State of Hawaii Department of Taxation Taxpayer Services 830 Punchbowl Street Honolulu, HI 96813 587-4242</p>

For further information, please contact your Departmental Human Resources Office.

**Human Resources Offices**

Accounting and General Services	586-0369
Agriculture	973-9481 or 973-9482
Attorney General	586-1236
Budget and Finance	586-1598
Business, Economic Development and Tourism	586-2435
Commerce and Consumer Affairs	586-2838
Defense	733-4243
Education - Employee Benefits Unit	441-8311
Governor's Office	586-0130
Hawaii State Public Library System	831-6860
Hawaiian Home Lands	620-9540
Health	586-4512
Human Resources Development	587-1150
Human Services	586-5003
Labor and Industrial Relations	586-9044
Land and Natural Resources	587-0180 (TTD: 587-0190)
Lieutenant Governor's Office	586-0255
Public Safety	587-1221
Taxation	587-1504 (TTD: 587-1417)
Transportation	587-2145
University of Hawaii	956-8643

TTD = Text Telephone (for equal access to telephone use)