



## State Executive Branch Employees- **GUIDE for Survivors of State Executive Branch Employees**

This **GUIDE** is intended as a checklist of offices your loved ones need to contact and some important forms they may need to file in the event of your death. It would be helpful if your survivors obtain multiple copies of the death certificate from the Department of Health, Vital Records Section, to provide to the various agencies. Take the time to review this information with your family and keep this information with your important family papers. This **GUIDE** does not constitute a binding 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. It does not supersede laws, rules, collective bargaining agreements, executive orders, policies and procedures, or benefit plan documents pertaining to the benefits covered, and is subject to change. For more information, contact your departmental Human Resources Office (HRO) designee or refer to the applicable rules, laws, collective bargaining agreements, executive orders, or benefit plan documents.

<b>Forms You May Need to Complete</b>		<b>Agencies You May Need to Contact</b>
<p><b>State of Hawai'i</b>  <b>Department of Accounting and General Services (DAGS)</b>            Unpaid Compensation</p>	<p><i>SA Form D-90 Employee's Designation of Beneficiary</i></p> <p>This form allows the beneficiary(ies) of an employee to be paid all accumulated vacation pay and all earned and unpaid wages due at the time of the employee's death. If a beneficiary statement is not completed, then payment of any unpaid wages and leave is made to the employee's estate. This beneficiary designation is for payroll purposes only.</p> <p>Review current designation(s) and, if you need to make changes, submit revisions to your HRO designee or log into the Hawai'i Information Portal (HIP) to make these changes in the employee self-service portal. Your changes become effective immediately and your most recent designation of beneficiaries in HIP is what the State of Hawai'i will use to pay your beneficiaries in the event you pass away. Entering your beneficiary information in HIP, or making changes, will supersede any paper payroll beneficiary forms that you completed previously.</p>	<p>In the event of your death, your beneficiary(ies) must contact your HRO designee.</p> <p>SA Form D-90 is available on website:  <a href="https://ags.hawaii.gov/accounting/state-accounting-forms/">https://ags.hawaii.gov/accounting/state-accounting-forms/</a></p> <p>HIP employee self-service portal:  <a href="https://execsso.hip.hawaii.gov">https://execsso.hip.hawaii.gov</a></p> <p>HIP website:  <a href="https://ags.hawaii.gov/hip/manage-your-payroll-beneficiaries/">https://ags.hawaii.gov/hip/manage-your-payroll-beneficiaries/</a></p>
<p><b>State of Hawai'i</b>  <b>Employees' Retirement System (ERS)</b>            Death Benefits</p>	<p>Notify ERS of the death and provide the following:</p> <ul style="list-style-type: none"> <li>• Name and social security number of the deceased</li> <li>• Date of death</li> <li>• Name, address, and phone of surviving spouse, next of kin or contact person</li> </ul> <p>ERS will send the designated beneficiary information regarding the death benefits and required forms to complete. The beneficiary must file the forms within three years from the date of death. Death benefit payments are generally processed within 4-6 weeks after the receipt of the death claim forms.</p>	<p>Employees' Retirement System            City Financial Tower, 201 Merchant Street, Suite 1400            Honolulu, Hawai'i 96813-2980</p> <p>Contact information for ERS (Oahu):            808-586-1735</p> <p>Neighbor island members may call the office in their county:            Hawai'i: 808-974-4077, 808-974-4076 or 808-974-4074            Kaua'i: 808-274-3010, 808-274-3011            Maui/Moloka'i/Lāna'i: 808-984-8181, 808-984-8282</p> <p>Website: <a href="https://ers.ehawaii.gov">https://ers.ehawaii.gov</a></p>

<p><b>Hawai'i Employer-Union Health Benefits Trust Fund (EUTF)</b> COBRA</p>	<p>If you were covered by medical/ prescription drug, vision and dental plans with the State, your beneficiary should contact the EUTF immediately to report your death. EUTF will provide information regarding The Consolidated Omnibus Budget Reconciliation Act (COBRA) coverage. Your survivors may be eligible to continue to receive coverage for a pre-determined amount of time.</p>	<p>EUTF 201 Merchant Street, Suite 1700 Honolulu, Hawai'i 96813 808-586-7390 or 1-800-295-0089</p> <p>Website: <a href="http://www.eutf.hawaii.gov">www.eutf.hawaii.gov</a></p>
<p><b>Securian Financial Group, Inc.</b> Group Life Insurance</p>	<p><i>Group Term Life Insurance Beneficiary Designation Form</i> Contact Securian for name(s) you currently have designated as your beneficiary(ies).</p> <p>If you need to change your beneficiary, download the Beneficiary Designation Form, complete, sign, date and return to Securian Life Insurance Company. Your designations are not valid until received and accepted by Securian.</p>	<p>Securian Life 808-536-9890 or 1-877-291-8466 Website: <a href="http://www.lifebenefits.com/eutf">www.lifebenefits.com/eutf</a></p> <p>Mail or fax completed Beneficiary Designation Forms to: 400 Robert Street North St. Paul, Minnesota 55101-2098, or FAX: 1-651-665-4827</p>
<p><b>Island Savings Plan</b> <b>State Deferred Compensation Plan</b> IRC 457(b)</p>	<p><i>Beneficiary Designation</i> Access your account online or contact Island Savings Plan to determine who you currently have designated as your primary beneficiary.</p> <p>If you wish to change your primary/secondary beneficiary, you may either update your account online or call Island Savings Plan.</p> <p>If you are a designated beneficiary of a deceased employee who worked for the State of Hawai'i, please contact Island Savings Plan to discuss options available to you.</p>	<p>Contact Information for reviewing/changing a beneficiary: Island Savings Plan 1-888-71A-LOHA (1-888-712-5642) Press "1" to speak with a Call Center Representative</p> <p>Press "2" to contact a local I\$P Retirement Education Counselor 1100 Alakea Street, Suite 1550 Honolulu, HI 96813 Website: <a href="http://www.empower.com/islandsavings">www.empower.com/islandsavings</a></p>
<p><b>Comprehensive Financial Planning, Inc.</b> Part-time, Temporary &amp; Seasonal (PTS) Deferred Compensation Plan</p>	<p>To confirm who you currently have designated as your primary/contingent beneficiary or if you wish to make a change in your primary/contingent beneficiary, call Comprehensive Financial Planning (CFP). In the event of your death, your beneficiary should contact CFP to find out if there is a PTS account in your name.</p>	<p>Comprehensive Financial Planning, Inc. Local servicing agent: 808-596-7006 or (Neighbor islands) toll free at 1-800-600-7167</p>
<p><b>National Benefit Services (NBS)</b> Tax-Sheltered Annuity (TSA) Plan 403(b)</p> <p>Applicable to employees of: Department of Education (DOE) University of Hawai'i (UH)</p>	<p>If you are enrolled in a TSA, and wish to change your beneficiary designation, please contact your financial advisor or investment provider for instructions.</p> <p><i>For your beneficiary-</i> use the space below to indicate the name or names of the investment provider you choose as well as the name and number of your financial advisor:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> </ol>	<p>National Benefit Services (NBS) 1-800-274-0503, extension #504 FAX: 1-800-597-8206</p> <p>Websites: For UH employees: <a href="http://www.nbsbenefits.com/uh403b">www.nbsbenefits.com/uh403b</a> For DOE employees: <a href="http://www.hawaiidoe403b.com">www.hawaiidoe403b.com</a></p>

<p><b>National Benefit Services (NBS)</b>  <i>Island Flex</i>  Flexible Spending Accounts (FSA) Plan</p>	<p>In the event of your death, your beneficiary should contact NBS to find out if there is an <i>Island Flex</i> account in your name and to report the date of death.</p>	<p>National Benefit Services (NBS)  Toll-free: 1-855-399-3035 (option 2) or local office at 808-465-2284  Fax: 808-465-3712  Email: islandflex@nbsbenefits.com  Website: www.nbsbenefits.com/islandflex</p>
<p><b>If you were a Veteran</b></p>	<p>Your beneficiary should contact the Veteran’s Administration to find out if any benefits are available.</p>	<p>Contact Veterans Benefits Administration:  Honolulu Regional Benefit Office  459 Patterson Road, E-Wing, Room 2A100C  Honolulu, HI 96819-1522  1-800-827-1000  Website: www.benefits.va.gov/honolulu</p>
<p><b>If you are Retired Military</b></p>	<p>Your beneficiary should contact the appropriate military branch office, including the National Guard, because they may be eligible for assistance. A Survivor’s Assistance Officer will help them apply for the various benefits for which they may be eligible.</p>	
<p><b>If you earned enough Social Security credits</b></p>	<p>Your beneficiary should contact Social Security Administration for information on social security benefits they may be eligible for.</p>	<p>Contact Social Security Administration:  Prince Kuhio Federal Building  300 Ala Moana Blvd., Rm. 1-114  Honolulu, HI 96850  1-800-772-1213  Website: www.ssofficelocation.com/honolulu</p>
<p><b>If you were a member of an employee organization (union)</b></p>	<p>Your beneficiary should contact the appropriate employee organization to find out if they are covered by that organization’s insurance plan.</p>	
<p><b>If you belonged to a credit union or other financial institution</b></p>	<p>Your beneficiary should contact the credit union or financial institution to find out if there may be checking, savings, and/or loan accounts in their name.</p>	

<p><b>If you need to have your final tax return filed</b></p>	<p>Your beneficiary should contact the Internal Revenue Service/Hawai'i State Tax Office for information and/or assistance.</p>	<p><i>Internal Revenue Service</i>          Prince Kuhio Federal Building          300 Ala Moana Blvd., Room 1002          Honolulu, HI 96850          1-844-545-5640 or 1-800-829-1040          Website: <a href="http://www.irs.gov">www.irs.gov</a>  <i>State of Hawai'i Department of Taxation</i>          Taxpayer Services          830 Punchbowl Street          Honolulu, HI 96813          1-800-222-3229 or 808-587-4242          Website: <a href="http://www.tax.hawaii.gov">www.tax.hawaii.gov</a></p>
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For more information, please contact your **Departmental Human Resources Office**.

Accounting and General Services	808-586-0369
Agriculture	808-973-9481 or 808-973-9482
Attorney General	808-586-1236
Budget and Finance	808-586-1598
Business, Economic Development and Tourism	808-586-2562
Commerce and Consumer Affairs	808-586-2838
Defense	808-369-3580
Education - Employee Benefits Unit	808-441-8311
Governor's Office	808-586-0034
Hawai'i State Public Library System	808-831-6860
Hawaiian Homelands	808-620-9540
Health	808-586-4512
Human Resources Development	808-587-1150
Human Services	808-586-5003
Labor and Industrial Relations	808-586-9043
Land and Natural Resources	808-587-0180
Law Enforcement	808-587-5015
Lieutenant Governor's Office	808-586-0255
Public Safety	808-587-1221
Taxation	808-587-1503
Transportation	808-587-2145
-Highways	808-587-2231
-Airports	808-838-8610
-Harbors	808-587-1925
University of Hawai'i	808-956-8458