

Regional Conference Retirement Plan Application

**7 IMPORTANT STEPS FOR BENEFICIARIES
AFTER THE DEATH OF A
REGIONAL CONFERENCE RETIREMENT PLAN (RCRP) RETIREE**

STEP 1	1. Please notify the RCRP office at (256) 830-5002 when your loved one passes. Be prepared to give them your name, contact info, name of the retiree, and the date of death.
STEP 2	YY You will be informed that an original death certificate is required to process the death claim (copies cannot be accepted). Please be advised that it may take several weeks to secure the death certificate, which is usually obtained from the funeral home.
STEP 3	Please send the original death certificate via certified USPS mail, FedEx, or UPS, to: <i>(if using US Postal Service)</i> Regional Conference Retirement Plan Attention: Mrs. Elaine Alston PO Box 5386 Huntsville, Alabama 35814 <i>(If using FedEx, UPS, etc)</i> Regional Conference Retirement Plan 645 Wynn Drive, NW #5386 Huntsville, AL 35816
STEP 4	Once ORCM receives the original death certificate , it will be forwarded to Mutual of America (MOA) . They are the vendor that processes and distributes retirement benefits and death claim benefits to our retirees and/or beneficiaries. The paperwork to process the death claim for the beneficiary is generated by the New York Death Claims office of Mutual of America (MOA) .
STEP 5	Mutual of America's (MOA) processing period for a death claim can take several months but is retroactive back to the last month that was due to be paid. Example: If the retiree died in October and was paid their regular retirement benefit in October, the retroactive payments for the beneficiary would begin in November and include all other months owed).
STEP 6	Supplementary Healthcare benefits (applicable to the spouse only) will continue ONLY IF the retiree specifically indicated a desire to continue this benefit on the designated retirement document, while they were still actively employed. (Note: the employee would have elected not to choose Options A, B or C on the document.) The monthly healthcare premium of \$130.00 will automatically be deducted from the monthly death claim benefit by Mutual of America (MOA) .

STEP
7

It is important for you to know that you are not alone and that we value you. The Regional Conference Retirement Plan (RCRP) staff are here to assist in any way we can. Please feel free to contact me, **William T. Cox, Sr.**, RCRP Director at **(937) 529-9214** or **Elaine Allston**, RCRP Assistant Director at **(256) 652-0203** for any assistance that you may need.