

LIFE EVENT: Death of a Spouse or Dependent

The steps below outline what to consider and do after the death of a spouse or dependent.

❑ **Step 1 - Notify Human Resources**

Depending on your elections, or the circumstances of the death, benefits may be payable to you or your beneficiaries. HR will help you with this process.

❑ **Step 2 – Medical, Dental and/or Vision Coverage**

HR will work with you to end any healthcare benefits in Bellevue Benefits. <https://cityofbellevuehr.workterra.net>.

❑ **Step 3 – Life Insurance**

If you had purchased Voluntary Life or AD&D insurance for your spouse or dependent, Human Resources will provide you with the necessary forms to file a claim.

❑ **Step 4 – Beneficiary Designations**

Review and/or update your beneficiary designation for your life, AD&D and retirement plans. You can view your current life/AD&D beneficiary information by signing onto Bellevue Benefits, <https://cityofbellevuehr.workterra.net>.

❑ **Step 5 – Flexible Spending Accounts**

Within 30 days, you may be able to change your Flexible Spending Account (FSA) election amount(s). Human Resources can help you with this process.

❑ **Step 6 – Time Off**

Please contact your Christy Young, Leave Specialist regarding bereavement leave at (425) 452-4388 or chyoung@bellevuewa.gov.

❑ **Step 7 – Employee Assistance Program (EAP)**

The EAP can provide you with confidential and professional assessment. Counseling and referral services are available 24 hours a day, seven days a week. You and your family may use this service at no charge. Visit www.wfseap.org (username: City of Bellevue), or call 1.800.553.7798.

❑ **Step 8 – Change Tax Withholding**

You may want to review and/or change the amount of taxes withheld from your paycheck. To do so, submit a new W-4 form to Payroll, available through MySelf Service.

❑ **Step 9 – Social Security Administration**

Information to determine any applicable survivor benefit is available online at <https://www.ssa.gov/benefits/survivors/> or by phone at 1-800-772-1213. The City of Bellevue does not participate in the SSA program.

❑ **Step 10 – Birth/Marriage/Death Certificates**

The Washington State Department of Health, Center for Health Statistics, can assist you in obtaining required documents for events that occurred in Washington State <https://doh.wa.gov/licenses-permits-and-certificates/vital-records/ordering-vital-record/death-record>, Telephone: 1-360-236-4300. For events that occurred in other states: <http://www.cdc.gov/nchs/w2w.htm>