

Unpaid Benefit Application

Complete this application if you're the beneficiary or the personal representative of a Denver Employees Retirement Plan (DERP) member's estate or trust and we owe a payment after the member's death. This may occur if the member:

- had an uncashed or returned benefit payment,
- had a suspended account, or
- had a benefit payment that was not claimed before they passed.

We use this application to verify your information and process the payment that is owed.

How are the unpaid benefits paid?

- ✓ If you're a **beneficiary**, any unpaid benefits will be deposited electronically into your bank account.
- ✓ If you're the **personal representative of the member's estate or trust**, the unpaid benefit will be issued as a paper check and mailed to the estate, trust, or charity at the address you provide.

When will the unpaid benefits be paid?

- ✓ Requests received by the 15th of the month will be processed and deposited into a bank account or mailed to the financial institution on the second Friday of the following month.

Important! Keep the following in mind as you complete your application:

1. Submit an original, certified death certificate.

- ✓ Copies won't be accepted.
- ✓ The death certificate will be returned to you by mail.

2. Get your application notarized.

- ✓ Sign your application in the presence of a notary.
- ✓ Incomplete, unsigned, or unnotarized applications will not be processed.

3. Include documentation if you're a personal representative of the estate or trust.

- ✓ If you're the personal representative of the member's estate or trust, you must include **legal documentation showing your authority to act on behalf of the estate, trust, or charity**.
- ✓ The application can't be processed without this documentation.

4. Consult the appropriate resources for tax questions.

- ✓ We can't provide tax counseling.
- ✓ Contact your personal tax advisor, the IRS, and/or the Colorado Department of Revenue for any tax-related questions.

Step 1 – Deceased Member Information

Deceased Member's Name (First, Middle Initial, Last)

Deceased Member's DERP ID

(Call our office if you don't know their DERP ID.)

Date of Death

Step 2 – Applicant Information This is the beneficiary, estate or trust who will receive the benefit.

Applicant Name (First, Middle Initial, Last)

Applicant Address and/or P.O. Box, City, State, and Zip Code

Applicant Social Security Number or Tax Identification Number

Applicant Date of Birth

Applicant Primary Email Address

Applicant Primary Phone Number

Step 3 – Bank Account Information

Check the option that describes who you are and provide the information required for that option.

I'm the beneficiary. I understand the lump-sum death benefit will be electronically deposited into account I've selected below.

Checking – Attach a voided check or bank letter that includes the routing and account numbers. Do not attach a deposit slip.

Savings – Attach a bank letter that includes the routing and account numbers.

I'm the personal representative of the member's estate or trust.

I understand that any unpaid benefits will be issued as a paper check and mailed to the estate or trust below. I've noted the name of the estate or trust and the mailing address below.

Estate or Trust

Estate or Trust Address (Number and Street), City, State, Zip Code

Step 4 – Federal Tax Withholding Election

Do not withhold federal income tax.

Withhold federal income tax based on the tax tables for:

A married individual

Optional: If you want additional tax withheld enter the amount below:

\$ _____

A single individual

Optional: if you want additional tax withheld enter the amount below:

\$ _____

Withhold federal income tax based on either a fixed percentage or amount.

I elect to have _____% withheld

I elect to have \$ _____ withheld.

Step 5 – Colorado State Income Tax Withholding Election

We're unable to withhold taxes for any state other than Colorado.

Do not withhold Colorado state tax.

Withhold Colorado state tax based on the tax tables for:

A married individual

Optional: If you want additional tax withheld enter the amount below:

\$ _____

A single individual

Optional: if you want additional tax withheld enter the amount below:

\$ _____

Withhold Colorado state tax based on either a fixed percentage or amount.

I elect to have _____ %
withheld.

Important! The percentage amount for Colorado state income tax will be rounded down to the nearest whole dollar (for example, \$12.99 becomes \$12).

I elect to have \$ _____ withheld.

Important! The dollar amount entered must be a whole number (no decimals).

Step 6 – Certification and Notarization This application won't be processed if it's not signed and notarized.

By signing below, I confirm all choices related to the payment and acknowledge and affirm the following:

1. Eligibility

- A. I'm the beneficiary of the deceased member, or
- B. I'm the personal representative of the deceased member's estate or trust and I've included legal documentation confirming my authority to act on behalf of the estate or trust.

2. Terms

I understand that this unpaid benefit is a one-time payment.

3. Accuracy

To the best of my knowledge, the information provided in this application is true and complete.

Beneficiary Signature **OR**
Personal Representative Signature of the Member's Estate or Trust
(Must be signed in the presence of a notary)

Date

State of _____

County of _____

Signed before me on (date) _____

Notary's Official Signature

Commission Expiration

Step 7 – Submit Your Unpaid Benefit Application

Submit your completed and notarized application and the following documents:

- ✓ An **original certified death certificate** for the deceased member. It will be returned to you by mail.
- ✓ A **voided check** or **bank letter** showing the routing and account number for the bank account you want the unpaid benefit payment deposited into if you're the beneficiary.
- ✓ **Legal documentation showing your authority to act on behalf of the estate or trust** if you're the personal representative of the member's estate, trust, or charity.

You can submit to us using one of the following methods:

- | | | | |
|-------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| ✓ Mail: | ✓ Email: | ✓ Drop off: | ✓ Fax: |
| DERP
777 Pearl St.
Denver, CO 80203 | Help@DERP.org | <ul style="list-style-type: none">• Use the mail slot in the front door.• Put in the secure drop box inside the vestibule if the front door is unlocked. | (303) 839-9525 |

Need to visit us in person? Schedule an appointment. Walk-in visits aren't available.