

# EASTERN MICHIGAN UNIVERSITY

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## Death of a Family Member A Change of Status Life Event

If you lose coverage due to death of a family member, you have 30 calendar days from the date of the event to contact the Benefits Office to complete the necessary benefits change forms. **If you do not contact the Benefits Office within this time period, you must come in as soon as possible to make the necessary changes.** All necessary forms can be obtained from and returned when completed to the Benefits Office, 140 McKenny Hall, Ypsilanti, MI 48197. For your convenience, we have prepared a checklist of permitted benefit changes:

- ❖ Enroll or change coverage for yourself and/or your dependent(s) for Health Plan
- ❖ Enroll or change coverage for yourself and/or dependent(s) for Dental Plan
- ❖ Consider changing beneficiaries of your
  - ❖ Life Insurance
  - ❖ Retirement plans (if participating in MPSERS – [www.michigan.gov/ors](http://www.michigan.gov/ors) or TIAA-CREF - [www.tiaa-cref.org](http://www.tiaa-cref.org) )
  - ❖ Tax Deferred Annuities (if participating in TIAA-CREF or CHASE)
  - ❖ Travel Insurance (benefit applies to: AC/AP/PT/FAC)

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If the deceased was an active employee, a retired University employee, or a dependent of a University employee or retiree, please notify the Benefits Office at 734-487-3195 about your loss as quickly as possible with the following information so that we can process any applicable benefits:

- ❖ Social Security number of the deceased
- ❖ Date of death
- ❖ Relationship of the deceased with the University
- ❖ Name, address, and phone number of the next of kin, if other than you

Please remember,  
all University employees and their dependents can call the Employee Assistance Program at 877-234-5151 to get free help in coping with the loss of a loved one.  
[www.lifeworks.com](http://www.lifeworks.com)  
User ID: EMU Password: oak