



Reporting a Death to the EUTF

Hawaii Employer-Union Health Benefits Trust Fund (EUTF)

DEATH CHECKLIST

After the death of a loved one, there are many details to handle. This guide can help a relative or friend gather information they will need to report a death to the EUTF or file a claim for your EUTF life insurance benefit.

Active Employees

Notify the employee's personnel department/human resource office and provide the following:

- Name, date of birth and Social Security Number of the deceased
- Date of death
- Name, address, and phone number of surviving spouse, next of kin, or contact person

Notify USABLE Life insurance by telephone at 1-855-207-2021

Please be prepared to provide above information and a copy of the death certificate when it becomes available.

Retirees

Notify EUTF by telephone at 586-7390 (Oahu) or 1-800-295-0089 (toll-free) and provide the following:

- Name, date of birth and Social Security Number of the deceased
- Date of death
- Copy of the death certificate when it becomes available
- Name, address, and phone number of surviving spouse, next of kin, or contact person

Notify USABLE Life insurance by telephone at 1-855-207-2021

Please be prepared to provide above information and a copy of the death certificate when it becomes available.

If you are a surviving spouse or domestic partner of a deceased retiree and are not enrolled in the EUTF plans, please contact EUTF at 586-7390 (Oahu) or 1-800-295-0089 (toll-free) for information on how to enroll in the EUTF plans.

If you are a surviving spouse or domestic partner of a deceased retiree and are currently receiving Medicare Part B reimbursements from EUTF, you will need to submit a new Direct Deposit Agreement Form.

Other agencies and organizations that you may need to contact include (but are not limited to):

- Employees' Retirement System (ERS) at (808) 586-1735
- Employee/Union Organizations – Possible life insurance benefits
- Social Security Administration (SSA) at 1-(800)-772-1213
- Banking Institutions