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|  | **Process** | **Additional Information** |
| **Retail** | **Gather documents needed to file death claim.**  Claimant is one of the following:   * Beneficiaries * Estate (No beneficiaries have been established) * Designated Successor (Using VA Small Estate Act Affidavit for estates valued under $50,000)   **Send all documents in Synapsys Service Event🡪P&S🡪 IRA Paperwork Submission** | Documents needed:   * Copy Death Certificate of deceased member * Copy of ID of claimant\* * If defaulted to Estate in lieu of beneficiaries, we also need:   + Court Qualification Letter for Estate   + EIN Letter * If defaulted to Designated Sucessor Completed, signed, and notarized VA Small Estate Act Affidavit   *\*Confirm current address of claimant. If their current address does not match their ID, we require additional proof such as a utility bill.* |
| **P&S** | **Once documents are received, P&S will file the claim with Ascensus.** | Additional documents needed:   * Most recent beneficiary designation for IRA |
| **Member** | **Within 2-3 weeks, Ascensus will mail the beneficiary a “Beneficiary Payment Election Form 2321”.**  **Form must be completed, selecting the option for disbursement of funds, and returned to Ascensus.**   * Mail directly to Ascensus * Bring to Member One to fax to Ascensus. \*   \*Retail assists with completion of form if requested by member. Call P&S if assistance is needed. | Disbursal options available:   * Lump Sum- taxable distribution to the beneficiary   + Must also decide if taking federal witholding for the disbursal. * Transfer to my own IRA- only available to spouses who can take their deceased spouses IRA as their own.   + Can be transferred to IRA at Member One or another FI. * Transfer to Inherited IRA- We do not administer Inherited IRA’s, so they must be transferred to another FI for this option   *If elected to transfer to another FI for an Inherited IRA or a spousal IRA transfer, we require a notarized/medallioned Letter of Acceptance and/or Transfer Instruction Form to confirm the other FI has opened the IRA to receive the funds.* |

# Badge Question Mark outline

If you have additional questions, contact your Manager.