Life Insurance Death Claim Request Checklist

I. Deceased's Information

- **Full Name**
- **UN Index No.**
- **Date of Birth**
- **Full Address** *(Street, City, Zip Code, Country)*

II. Required Documentation

Explanation on Page 2

- Death Certificate*
- Beneficiary Certification Form
- Designation of Beneficiary Form *(if available)*
- Beneficiary Statement *(for US Residents and Citizens)*
- W8 BEN *(for Non-US Residents and Non-US Citizens)*
- Electronic Funds Transfer Form *(EFT)*
- Bank Account Document for EFT
- Government Photo Identification of Beneficiary
- Legal Documentation to establish Guardian *(if applicable)*

If Death Certificate does not state cause of death, please also submit a Medical Report. In case the death was caused by an accident, please also submit a Police Report.

****Please Note: A life insurance claim shall be submitted to The Hartford for processing only once the UN office or entity has received all required documentation. Failure to provide the required information/documentation will result in the claim being delayed.***

United Nations
Health & Life Insurance Section

Explanation of Required Documentation

• Death Certificate/Medical Report/Police Report

An original or certified copy of the Death Certificate is required. The Hartford requires that it states a cause of death. If no cause is stated, a copy of a Medical Report/Autopsy Report must be provided. If the death has occurred as a result of an accident, a copy of the Police Report must be provided. If applicable, please attach the English translation of the respective form/s.

• Designation of Beneficiary Form

Please only provide this form if available.

• Beneficiary Certification Form

The Beneficiary form must be completed by each designated beneficiary. It should be forwarded, along with a copy of ID, such as Driver’s License, passport or National ID (MUST INCLUDE A PHOTO). Our website contains the Beneficiary Information form that must be completed by each designated beneficiary.

- **FORM 1** must be completed by Beneficiaries who do not have a US Social Security number AND do not reside in the US.
- **FORM 2** must be completed by Beneficiaries with a US Social Security number OR by Beneficiaries who reside in the US.

• Beneficiary Statement

Only applicable for US Residents and Citizens.

• W8 BEN

Only applicable for Non-US Residents and Non-US Citizens.

• Electronic Funds Transfer Request Form (EFT)

• Bank Account Document for EFT

The Hartford requires **one** of the documentation below:

- Validation of the account information on bank letterhead from the Beneficiary's bank
- Beneficiary's bank statement showing that the account information matches the Beneficiary's name (all other information such as balances and transactions can be redacted for this purpose)
- A copy of a voided cheque showing the account number and name of Beneficiary

• Government Photo Identification of Beneficiary

Driver's License, Passport or National ID Card of Beneficiary

• Legal Documentation to establish a Guardian

Only applicable in case the Beneficiary is under the age of 18. If this is the case, Financial Guardianship is obtained for minors to show that the Guardian is able to act in the best interest of the minor. The Guardianship does not allow the benefits for the minor child to be paid directly to the Guardian. It is The Hartford's financial responsibility to make sure that the funds are protected for the minor child. Therefore, in order to have the funds for the minor child sent electronically, a separate bank account would have to be set up for the minor child. If the Guardian chooses a cheque payment, The Hartford will be able to send a physical cheque for the child's portion instead of setting up a bank account and receiving the funds electronically. Note that the cheque will be made payable to the child. Please provide a legal or official document establishing Guardianship.