

## Death Checklist (Spouse, Dependent, Domestic Partner, Parent or Step-parent)

With the loss of a spouse, domestic partner, dependent, parent or step-parent it is normal to experience a wide range of emotional and physical reactions. This is considered a life event status change.

### *Employee Responsibilities*

***Notify the Employee Service Center within 60 days from the date of the event, please follow one of the steps below:***

***Step 1:*** Report the death of a spouse/ex-spouse by completing the [Family Status Change Form \(Spouse/Ex-Spouse\)](#).

Report the death of a dependent by completing the [Family Status Change Dependent/Non-Dependent/Step-Child Form](#).

Report the death of a parent or step-parent on Employee Self-Service (ESS) by selecting the Travel Only Dependent link and updating the Parent Information Update screen.

Report the death of a domestic partner or child of a domestic partner by completing the [Domestic Partner Family Status Change Form](#).

### ***Documentation Required:***

You must provide supporting documentation, as required. This may include a copy of the death certificate. Do **not** wait for supporting documentation to arrive before submitting the forms; you may miss the 60 day window. You may submit the supporting documentation as soon as you receive it.

### ***Submit completed forms and documentation via mail or fax to:***

Delta Employee Service Center  
P.O. Box 52045  
Phoenix, AZ, 85072  
Fax: (602) 797-6261

***For additional assistance contact the Employee Service Center (ESC):*** 1-800-MyDelta (693-3582), Monday through Friday, 8:00 a.m. – 5:00 p.m. Eastern Time, except holidays.

### **References:**

- APM 1003 – Reporting Change of Personal Information and Family Status
- HRPM 1023 – Death in Immediate Family
- HRPM 1096 – Transporting Remains
- HRPM 1027 – Vacation Domestic Ground (refer to Death of Family while on vacation)
- Employee Connection – Health & Insurance – Health Plan Literature
  - Current year benefit options (medical, dental, vision)
  - 2002 Nonpilot Benefits Handbook

**Beneficiary Updates**

**MetLife:** (on-line beneficiary information for basic and optional life)

[www.metlife.com/MyBenefits](http://www.metlife.com/MyBenefits)

**Prudential:** Beneficiaries can be updated online at <https://giselfservice.prudential.com>. Participants can use the first-time user log-on: Control Number 50002. Contact Prudential at 1-877-232-3561. For more information refer to your 2010 Benefits Guide.

**Delta Family Care Savings Plan:** contact 1-800-554-0262 for beneficiary designation form.

**Pre-merger Northwest 401(k) Plan through June 2010:** All PMNW 401(k) plan phone inquires should go to 1-800-692-7283 (1-800-NWA-SAVE). Complete and submit the [Beneficiary Designation Form](#) to:

Delta Air Lines  
Retirement Department  
MS4 1440  
7200 34th Ave S  
Minneapolis, MN 55450-1106

**Pass Privileges**

When the appropriate Employee Service Center form has been processed; the pass privileges for the deceased will be automatically cancelled. If applicable, pass benefits for the pass riders of the employee may be altered or cease.

**References:**

The Employee Service Center (ESC) contact: 1-800 MY DELTA (1-800-693-3582), Monday through Friday, 8:00 a.m. - 5:00 p.m. Eastern Time, except holidays.

**Federal & State Tax Considerations**

You may wish to consult a tax advisor or accountant to determine if a change in your tax withholdings is appropriate.

**W-4 Update:**

To automatically update your W-4 tax information, use your Passport Password to access Self-Service (ESS). From the Employee Self Service Menu (ESS), select Transactions, under Pay Information select Federal Tax Information which displays a window that allows you to view and update your U.S. Federal Tax Information. When using ESS, it is not necessary to send a printed copy to the Payroll department as your tax information will be automatically updated.

**State Tax Update:**

To update your state tax information, please obtain the correct form for your state. In order to obtain the appropriate form using Delta's intranet site, go to Employee Info/Self-Service/Employee Self Service/Resources & Forms/All Forms By Category/Payroll & Tax Forms/State Tax Forms. You will be redirected to a site that contains tax forms for each state.

***Federal & State Tax Considerations (continued)***

Submit completed forms via mail or fax to:

Delta Air Lines, Inc  
Employee Service Center  
P.O. Box 52179  
Phoenix, AZ 85072  
Fax: (602) 797-6261

**References:**

APM 1002 - Income Tax Withholding

***Emergency Contact Information***

**Pre-merger Delta and Northwest Employees including Pre-merger Northwest Flight Attendants (excluding all Pilots and Pre-merger Delta Flight Attendants):** Use your Passport Password to update your emergency contact information on-line through Employee Self-Service (ESS). Note: Pre-merger Northwest Flight Attendants will update emergency contact information in Employee Self-Service (ESS).

**All Pilots and pre-merger Delta Flight Attendants:** Update your emergency contact information in DBMS.

***Other Considerations*****Information on Personal Assistance:**

Find out more information on personal and family assistance:

[Employee Assistance Programs \(EAP\)](#)

[Employee Assistance Program Life Transitions](#)

Delta employees in the U.S. (including Puerto Rico and the Virgin Islands) call 1-800-533-6939

**Personal Financial Planning:**

[DCCU](#)

[Employee Assistance Programs \(EAP\)](#)

**Social Security:**

Contact Social Security to report of death.

[Social Security Administration](#)

**Wills, Power of Attorney, etc:**

A no-charge will preparation service is offered to Delta employees by Hyatt Legal Plans (a MetLife company).

[Will Preparation Service](#)

**Related Links:**

[Domestic Life Events Index](#)