



MARYLAND JUDICIARY HUMAN RESOURCES DIVISION

187 Harry S. Truman Parkway, Annapolis, MD 21404

Phone: 410-260-1280

Fax: 410-260-1736

Recently Deceased Judge's Beneficiary Support Assistance Reporting a Retired Judge's Death

We are here to support you every step of the way. We understand that losing a loved one is incredibly tough, and we want to make this process as easy as possible for you. If you have any questions or need help, reach out to us. We are here for you.

Follow these steps to provide notification regarding the death of a retired judge to ensure the continuation of pension and medical benefits without interruption:

- ☐ 1. Immediately contact the Maryland State Retirement and Pension System (MSRPS) to report a death. Dial 410-625-5555 or toll-free 1-800-492-5909.
 - a. Select 1 for a retiree.
 - b. Select 3 to notify MSRPS of the death of a retiree.
 - c. MSRPS will send the following forms to be completed and returned to:
 - Maryland State Retirement Agency
 - 120 East Baltimore Street
 - Baltimore, MD 21202
 - i. Form 32: Notification and Claim of Beneficiary Form (form must be notarized upon return).
 - ii. Federal and Maryland State Tax Withholding Forms.
 - iii. Form 85: Direct Deposit Form.
 - iv. Retiree Health Benefits Form.
 - v. Checklist of Required Documents based on Allowance Option and Beneficiary(ies)
 - d. Include in the return packet: completed forms, original death certificate, social security card, driver's license, marriage license, or additional required information requested by MSRPS needed for a beneficiary other than a spouse.
 - e. Follow up with MSRPS to ensure it received your return packet of completed forms.
- ☐ 2. Next, the death should be reported immediately to the Department of Budget and Management, Employee Benefits Division (DBM, EBD) to assist with the continuance of health benefits.
 - a. Contact information:
 - Main Line: 410-767-4775 or 1-800-30-STATE (1-800-307-8283)
 - Fax: 410-333-7104
 - Email at: EBD.mail@maryland.gov
 - b. Health benefits will cease at the end of the calendar month when the retiree's death occurs.
 - c. Retiree Health Benefits Form will be sent to DBM, EBD, once MSRPS receives all

forms in 1(c).

- i. If the surviving spouse is the beneficiary, the spouse may enroll themselves and any eligible dependent children of the deceased retiree.
- ii. If the beneficiary is a child, the child will only be eligible for subsidized health benefits if they meet the dependent eligibility requirements for children.

- ☐ 3. Contact JHRD, Benefits and Compensation, at 410-260-1731 to provide notification of the death of the retiree.
- a. JHRD, Benefits and Compensation, can help with MSRPS and DBM, EBD.
 - b. JHRD will coordinate with Government Relations and Public Affairs in the Administrative Office of the Courts to assist with completing In Memoriam resolutions for family members.

Important Tips:

- The surviving relative or authorized representative of the deceased may request the Secretary of State to furnish a State flag to drape the casket. For more information, please contact Michael Lore, Deputy Secretary of State, at Michael.lore@maryland.gov.
- The surviving relative or authorized representative of the deceased should consider ordering multiple death certificates.
- If the spouse is the beneficiary, the spouse should consider creating multiple copies of the marriage certificate.
- Make and keep copies of all correspondence.
- Keep a record of all conversations with persons to whom you speak at MSRPS; DBM, EBD; and JHRD.
- Should the deceased have been collecting more than one State of Maryland pension, separate forms must be filed for each pension.

Additional Contacts:

Social Security Administration (SSA)

1-800-772-1213

www.socialsecurity.gov

Centers for Medicare and Medicaid

1-800-633-4227

www.medicare.gov