



Family Protection Plan

OF THE

UNIFORMED FIRE OFFICERS ASSOCIATION

LOCAL 854 I.A.F.F. AFL-CIO

125 Maiden Lane, 6th Floor, NY, NY 10038

TEL: (212) 376-8400 • FAX: (212) 293-0278

Web Address: www.ufoa.org Email: fpp@ufoa.org

DEATH CHECKLIST (ACTIVE & RETIRED)

ACTIVE MEMBERS:

To remove a dependent to your health insurance, FAX a new **Health Benefits Application** that includes all current and new dependent information along with a COPY of the Death Certificate to 718-999-7139.

Please call 718-999-2196 or 2171 to confirm receipt.

A Health Benefits Application may be obtained from the Health Benefits page of the NYC Office of Labor Relations website at www.nyc.gov/olr

Changes may also be made online through NYCAPS / Employee Self Service (ESS) program at www.nyc.gov/ess. PLEASE NOTE: If using ESS, copies of the Death Certificate, discharge papers or footprint record along with the Social Security card (upon receipt) STILL need to be submitted to FDNY Headquarters.

RETIRED MEMBERS:

Submit a new **Health Benefit Application** along with a copy of the Certificate of Live Birth to:

NYC Office of Labor Relations,
22 Cortlandt St., 12th Floor
New York, NY 10007

A Health Benefits Application may be obtained from the Health Benefits page of the NYC Office of Labor Relations website at:

www.nyc.gov/olr

It is recommended that members print a copy of the confirmation page and retain for their records.

NYC OLR's contact info is
Phone Number: 212-513-0470
Email: healthbenefits@olr.nyc.gov

UFOA/Family Protection Plan Benefits (Optical, Prescription, Dental Benefits and Hearing Aids)

Submit the new Health Benefits Application along with a COPY of the Death Certificate to the UFOA Family Protection Plan and request new FPP Beneficiary Enrollment Cards.

These documents may be sent by fax, email or USPS mail.

Fax number: 212-293-0278

Email Address: fpp@ufoa.org

Mailing Address:

UFOA Family Protection Plan, 125 Maiden Lane, 6th Floor, New York, NY 10038

When you receive the forms, **be sure to complete both sides, if applicable, and sign where indicated.** Mail the completed cards to the UFOA FPP at the above address. Your dependent will removed from all FPP Benefits upon receipt.

Deferred Compensation Plan

To update the beneficiary information of your **Deferred Compensation** account. Visit the **Deferred Compensation page** of the NYC Office of Labor Relations at www.nyc.gov/olr to obtain a form or call 212-306-7760.

Mail the completed form to:

CITY OF NEW YORK OFFICE OF LABOR
RELATIONS
DEFERRED COMPENSATION PLAN
Bowling Green Station, P.O. Box 93 New York, New
York 10274-0093
ATTENTION: DEFERRED COMPENSATION
DESK

UFOA Life Insurance (Active and Retired)

Contact the UFOA FPP at fpp@ufoa.org or 212-376-8400 to request **beneficiary forms**.

Mail the completed forms to:

UNIFORMED FIRE OFFICERS ASSOCIATION
125 MAIDEN LANE, 6th Floor
NEW YORK, NY 10038
ATTENTION: CHANGE OF BENEFICIARY

Catastrophic Major Medical Family Coverage

Catastrophic Insurance is only applicable to members who were enrolled with Mercer Catastrophic PRIOR to April 2011.

To remove a dependent, you must send a letter that includes the member's information and certificate number **within 90 DAYS** along with a copy of the Death Certificate to:

MERCER
P.O. Box 10374
Des Moines, IA 50306-0374
Mercer's phone number is 800-503-9230

Pension Beneficiary & FDNY Life Insurance

Call the **NYC Fire Pension Fund** at 929- 436-0099 to request a "**Designation of Beneficiary of Death Benefits**" and "**Designation of Life Insurance**" form.

Mail the completed forms back to:

NYC Fire Pension Fund
1 Battery Park Plz, #9W-49K
New York, NY 10004-1405

UFOA Annuity Fund

To update your UFOA Annuity Fund beneficiary information, log in to www.empowermyretirement.com

If you want to **Change Tax Exemptions**, you need to fill out a NEW Federal and State Tax Withholding Forms (W-4 and IT2104). It is also important to realize how a change in withholding will affect your individual tax returns. It is suggested you consult with a tax advisor prior to making any changes.

There are 3 different ways this can be done:

- * Go online to ESS (www.nyc.gov/ess) and fill out the forms online.
- * Go online to Payroll at www.nyc.gov/payroll and print the forms.
- * Request the withholding forms be mailed to you by calling 718-999-2288.

If you are a **RETIREE** and wish to change your W-4-P exemptions, please contact the NYC Fire Pension Fund at 929-436-0099.

Life Insurance (If applicable)

The UFOA will notify our insurance agent of record for processing any life insurance, if any, you may have on your dependent.

If you are a member of one of the Affinity Groups (e.g. Emerald, Vulcan, Columbian, etc.), contact them to update beneficiary information.