



United States
Office of Personnel Management
Retirement and Insurance Service

Benefits Administration Letter

Number: 98-102

Date: March 2, 1998

Subject: Availability of Revised FERS Death Benefit Application Form, SF 3104

The Office of Personnel Management has revised Standard Form (SF) 3104, Application for Death Benefits/Federal Employees Retirement System. This form is used by persons applying for benefits upon the death of an employee, former employee, or retiree who was covered under the Federal Employees Retirement System (FERS). The new edition of SF 3104, dated January 1997, is now available.

Public Law 104-134, effective July 26, 1996, requires all Federal retirees and survivors to be paid by direct deposit through Electronic Funds Transfer (EFT), unless they certify that they do not have a checking or savings account. The new version of SF 3104 includes a direct deposit election section to comply with this requirement. Therefore, the previous editions of SF 3104 (dated December 1991 and December 1995) are not usable.

A revised information pamphlet is also available to accompany the January 1997 edition of the SF 3104. This pamphlet should be given to all individuals applying for death benefits under the Federal Employees Retirement System. The pamphlet is called *Applying for Death Benefits Under the Federal Employees Retirement System* (SF 3114). It includes information on eligibility for death benefits, types of benefits payable upon the death of a Federal employee, former employee or annuitant and procedures for applying for benefits. The previous edition of the pamphlet *Applying for Death Benefits Under the Federal Employees Retirement System* (RI 90-16) is no longer usable.

The SF 3104 and SF 3114 can be ordered from the GSA Federal Supply Service using the normal FEDSTRIP/MILSTRIP* procedures. Ordering information is provided below.

* FEDSTRIP/MILSTRIP is the ordering procedure used by agencies to procure items from General Services Administration (GSA) Federal Supply Depot.

**Civil Service
Retirement
System**

**Federal Employees
Group Life
Insurance**

**Federal Employees
Health Benefits
Program**

**Federal Employees
Retirement
System**

Form Number	Title of Form	National Stock Number	Estimated Cost (per 100)
SF 3104	Application for Death Benefits	7540-01-249-5573	\$4.86
SF 3114	Applying for Death Benefits Under the Federal Employees Retirement System	7540-01-385-7427	\$6.28

The pamphlet, *Applying for Death Benefits Under the Federal Employees Retirement System*, SF 3114, can also be downloaded from OPM ONLINE or accessed from OPM's home page on the World Wide Web at <http://www.opm.gov>.



Sidney M. Conley
Assistant Director
Office of Retirement Programs