Processing an Act 101 &/or Act 51 Claim

This check off sheet is for your convenience in assuring that complete information is submitted for an Act 101 and an Act 51 claim. The Bureau of Risk and Insurance Management has determined the following items are needed to process an Act 101 & 51 claim:

____ Certified Death Certificate (*Note – The certified death certificate must be submitted within 3 years from the date of death to be eligible for benefits.)
____ Claim for Death Benefits Form [completed by claimant and notarized]
____ Proof of Marriage if benefits are being claimed by a spouse [certified copy of the public record of marriage, which may be obtained at the County Courthouse, Orphans Court]
____ Birth Certificates for Child (ren) if payable to surviving child (ren)
____ Parental verification if children are adopted
____ Report of Death Form [completed by political subdivision/borough/city and notarized]
____ Notarized Statement from Supervisor [detailing events]
____ Certified Autopsy Report [please indicate N/A if no autopsy was performed]
____ Certified Letters of Incorporation or Charter [please indicate N/A if not applicable]
____ Notarized Membership Information [providing a complete description of the deceased’s membership information]
____ Notarized Medical Statement [from a treating physician that the death was the direct result of actions performed by the deceased in performance of his duties and a detailed analysis]
____ Hospital-Medical Records
____ Evidence that a Workers Compensation Claim was filed [copy of application or findings if received] (*Final disposition required for Act 51)
____ Certified Proof of Salary at time of death (*Required for Act 51)
____ Certified copy of Pension Benefits for eligible dependents (*Required for Act 51)
____ Additional Relevant Information: [list below]

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Return the above information to:

DEPARTMENT OF GENERAL SERVICES
BUREAU OF RISK AND INSURANCE MANAGEMENT
Room 406, North Office Building
Harrisburg, PA 17125
Telephone: 717-787-2492