

DEATH CLAIM SUBMISSION GUIDE Funeral Homes and Funding Companies

For claims with a date of death on or after February 1, 2009

DOCUMENTATION

The following is a list of the documents required to complete your submission:

- Copy of the Death Certificate
- Verified Statement of Performance **
- Itemized Funeral Home Bill for merchandise and services
- Seller's Affidavit of Contract Performance (AR only) **
- "Next of Kin/Personal Representative Release, Subrogation and Assignment Form" (signed by the next of kin or personal representative of the decedent when the funeral arrangements are made) **
- W9 Request for Tax Payor Identification Number and Certification (only one form per service provider is required unless there is a change in ownership) **

For descendant claims a copy of a newspaper obituary is acceptable to show relationship.

** Copies of these forms are available under the Forms tab of the website at www.lincolnmemorallife.com.

In addition to the above documents, a "Release, Subrogation, and Assignment Form" signed by the provider of services must be received by the Claim Department in order for claims to be paid. If a funding company is involved, the funding company must also sign and return a separate assignment form. You will receive these claim specific assignment forms *after* the claim is approved for payment.

WHERE TO FILE THE CLAIMS

MAIL : Claims Department
P O Box 160050
Austin, TX 78716

FAX : (512) 328-0072 (512) 329-7174
(512) 329-7165 (512) 329-7167

EMAIL: Claims@lincolnmemorallife.com

CONTACT US

PHONE: 800-334-3851
512-328-0075

MAIL: P O Box 160050, Austin TX 78716

FAX: 512-328-0072

EMAIL: info@lincolnmemorallife.com