

Instructions on Internet

Application for Lump-Sum Death Payment and Annuities Unpaid at Death

Do Not Write in This Space

Officially Filed						Office Number		
Month	Day	Year						
Approved								

Application Number						Date Coded		
						Month	Day	Year
Coded by								

Section 1 General Instructions

Before you complete this application, be sure to read the booklet RB-21, Lump-Sum Death Payment, Residual Lump-Sum, and Annuities Unpaid at Death, which explains information you will need to answer many of the questions in this application.

Please be sure to read the important notices on the inside covers of the RB-21 booklet. Type or print legibly in ink. If you need more space than is provided to answer a question, use Section 8, Remarks, for this purpose. If you do not know the answer to a question, print "Unknown" in the space provided for the answer. When entering dates, always use numbers. Also, be sure there is one number in **each** box. For example, you would enter June 6, 2008 as:

MONTH	DAY	YEAR
0 6	0 6	2 0 0 8

Some items in this application will not apply to you so you will not need to answer them. Based on your answer to a question, you may be told to skip to another item number, or even another section. Follow the instructions that tell you to "Go to" another item. These are designed to save you time and help you move through the application form quickly, filling in only necessary information. **If no "Go to" instructions are given, answer the next item in order. Do not skip any items unless directed to do so.**

If you are completing this application on behalf of someone else, you must answer each question as it applies to **the applicant**.

Section 2 Identifying Information

Check the information entered by the Railroad Retirement Board (RRB) in Items 1 through 6 for accuracy.

- ▶ If the information is correct, **go to Item 7.**
- ▶ If the information is not correct, cross out the incorrect information and enter the correct information above it.
- ▶ If the information is missing, fill it in.

Employee Identification	1 Employee's Name		
	2 Employee's Social Security Number	3 Employee's Railroad Retirement Claim Number (include Prefix)	
Applicant Identification	4 Applicant's Name <i>NOTE: If representative of funeral home, enter funeral home's name, representative's name, and representative's title.</i>		
	5a Mailing Address <i>NOTE: If representative of funeral home, enter funeral home address.</i>		
	5b City and State	5c ZIP Code	5d County
6 Daytime Telephone Number (include area code)	7 Applicant's social security number. If none, enter "NONE." <i>NOTE: Do not complete if you are the funeral home director.</i>		

Section 3 Information About The Employee

If a railroad retirement survivor benefit was previously received by someone, **go to Section 5**; otherwise **go to Item 8**.

Birth Date	8 Enter the employee's date of birth. ▶	Month	Day	Year	
Residence	9 Enter the state (or country if other than United States) which was the employee's permanent home at the time of death. ▶				
Military Service	Please read the chapter, "Credit for Military Service," in the RB-21 booklet to find out how active military service is determined.				
	10 Enter an "X" in the appropriate box: The employee was in active military service after September 7, 1939. ▶	<input type="checkbox"/> Yes	▶ Go to Note and Item 11		
		<input type="checkbox"/> No	▶ Go to Item 13		
	Note: If answered "Yes," and proof of the employee's military service is not already in our file, you may be requested to provide it. We will notify you if proof is needed.				
	11 Enter an "X" in the appropriate box: The employee had voluntary military service during the period June 15, 1948, through December 15, 1950. ▶	<input type="checkbox"/> Yes	▶ Go to Item 12		
		<input type="checkbox"/> No	▶ Go to Item 13		
	12 Enter an "X" in the appropriate box: The employee had nonrailroad earnings after leaving the military service and before returning to the railroad. ▶	<input type="checkbox"/> Yes			
		<input type="checkbox"/> No			
Disability	If the employee died at 62 or older, go to Item 14 .				
	13 Enter an "X" in the appropriate box: The employee was unable to work at the time of death because of an illness or accident which occurred at least five months before death. ▶	<input type="checkbox"/> Yes			
		<input type="checkbox"/> No			
Recent Employment	14 Regardless of whether the employee was retired at death, enter the name and address of each railroad or non-railroad employer for whom the employee performed any part-time or full-time work during the last three years . Enter the name and address of the most recent employer in 14a , the second in 14b , and so on. Enter the date each job began and ended. If you need additional space, continue in Section 8.				
	Name and Address of Employer				
	a Name	Began		Ended	
	Address	Month	Year	Month	Year
	City, State, and ZIP Code				
	b Name	Began		Ended	
	Address	Month	Year	Month	Year
	City, State, and ZIP Code				
	c Name	Began		Ended	
	Address	Month	Year	Month	Year
	City, State, and ZIP Code				
Self-Employment	15 Enter an "X" in the appropriate box: The employee was self-employed during any of the last three calendar years. ▶	<input type="checkbox"/> Yes	▶ Go to Item 16		
		<input type="checkbox"/> No	▶ Go to Item 18		
	16 Enter an "X" in the appropriate box: The employee's net earnings from self-employment were more than \$400 in any of the last three calendar years. ▶	<input type="checkbox"/> Yes	▶ Go to Item 17		
		<input type="checkbox"/> No	▶ Go to Item 18		

Self-Employment (Continued) **17** Enter an "X" in the appropriate box(es) to show the year or years in which the employee's net earnings from self-employment were more than \$400. This year Last year Year before last

Railroad Employment **18** Enter an "X" in the appropriate box: The employee was alive on October 1, 1981, AND had at least 25 years of railroad service. Yes No **Go to Note and Item 19** **Go to Item 21**

Note: Please read the chapter, "Requirements the Employee Must Have Met," in the RB-21 booklet to find out what special conditions may apply if the employee was alive on October 1, 1981, and had at least 25 years of railroad service.

19 Enter an "X" in the appropriate box: The employee "involuntarily and without fault":
 Yes No **Go to Item 20** **Go to Item 21**
 • stopped working for his or her last railroad employer on or after October 1, 1975, or
 • was on furlough, leave of absence status, or absent because of injury on October 1, 1975, and was never called back to work for that employer.

20 Enter an "X" in the appropriate box: The employee declined an offer from a railroad employer to return to a job in the same "class or craft" as his or her last railroad job. Yes No **Go to Item 21** **Go to Note and Item 21**

Note: You may be requested to submit proof to verify the statements in Items 19 and 20.

Employee's Marriages **21** Enter an "X" in the appropriate box: Was the employee ever married? Yes No **Go to Item 22** **Go to Section 5**

22 Enter the requested information for each of the employee's marriages. Enter the most recent marriage in **22a**, the second most recent in **22b**, and so on. If the employee was married only once, enter the information in **22a**, and go to **Item 23**.

Name of Employee's Wife or Husband (if wife, include maiden name)	Date Married			City and State Married (Country, if other than U.S.)	How Marriage Ended (check one)	Answer if Marriage Ended for Reason Other than Employee's Death			
	Month	Day	Year			Date Marriage Ended			City and State Marriage Ended (Country, if other than U.S.)
a					<input type="checkbox"/> Employee's Death <input type="checkbox"/> Spouse's Death <input type="checkbox"/> Divorce <input type="checkbox"/> Annulment	Month	Day	Year	
b					<input type="checkbox"/> Employee's Death <input type="checkbox"/> Spouse's Death <input type="checkbox"/> Divorce <input type="checkbox"/> Annulment	Month	Day	Year	
c					<input type="checkbox"/> Employee's Death <input type="checkbox"/> Spouse's Death <input type="checkbox"/> Divorce <input type="checkbox"/> Annulment	Month	Day	Year	

23 Enter an "X" in the appropriate box: At least one of the employee's marriages lasted for ten years and ended in divorce. Yes No **Go to Note and Item 24** **Go to Section 4**

Note: If more than one marriage fits this description, use Section 8 to answer Items 24-28 for each additional marriage.

Employee's Marriages (Continued)	24	Enter an "X" in the appropriate box: The divorced spouse was alive in the month the employee died.	<input type="checkbox"/> Yes ▶ Go to Item 25	<input type="checkbox"/> No ▶ Go to Section 4
	25	Divorced spouse's date of birth.	Month	Day
	26 a	Enter an "X" in the appropriate box: The divorced spouse has remarried.	<input type="checkbox"/> Yes ▶ Go to Item 26b	<input type="checkbox"/> No ▶ Go to Item 28
	26 b	Divorced spouse's date of remarriage.	Month	Day
	27 a	Enter an "X" in the appropriate box: The marriage has ended.	<input type="checkbox"/> Yes ▶ Go to Item 27b	<input type="checkbox"/> No ▶ Go to Item 28
	27 b	Date the marriage ended.	Month	Day
	28 a	Divorced spouse's name.		
	28 b	Divorced spouse's social security number.		
	28 c	Mailing Address		
	28 d	City and State	28e ZIP Code	28f County
	28 g	Daytime Telephone Number (include area code) ▶ ()		

Section 4 Information About The Widow(er)

Widow(er)	29	Enter an "X" in the appropriate box: The employee was survived by a widow(er).	<input type="checkbox"/> Yes ▶ Go to Item 30	<input type="checkbox"/> No ▶ Go to Section 5	
Widow(er)'s Birthdate	30	Widow(er)'s date of birth.	Month	Day	Year
Widow(er)'s Disability	31	Enter an "X" in the appropriate box: The widow(er) was age 50 – 59 in the month the employee died.	<input type="checkbox"/> Yes ▶ Go to Item 32	<input type="checkbox"/> No ▶ Go to Item 33	
	32	Enter an "X" in the appropriate box: In the month the employee died, the widow(er) was unable to work due to an accident or illness.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	33	Enter an "X" in the appropriate box: The widow(er) is still alive.	<input type="checkbox"/> Yes ▶ Go to Item 34	<input type="checkbox"/> No ▶ Go to Section 5	
Support	34	Enter an "X" in the appropriate box: The employee and the widow(er) were living together when the employee died.	<input type="checkbox"/> Yes ▶ Go to Item 39	<input type="checkbox"/> No ▶ Go to Item 35	
	35	Enter the date the widow(er) and the employee stopped living together.	Month	Day	Year
	36	Enter the reason(s) the widow(er) and the employee stopped living together.			

Support (Continued)

37 Enter an "X" in the appropriate box:
 The employee was making regular contributions to the widow(er)'s support when the employee died. (Consider the following as contributions to support: money, food, clothes, paying bills, providing rent-free housing.) Yes ▶ **Go to Item 39**
 No ▶ **Go to Item 38**

38 Enter an "X" in the appropriate box:
 The employee was under a court order to contribute to the widow(er)'s support. (**Note:** Answer "Yes" if there was a court order, even if the employee was not obeying it.) Yes
 No

Name at Birth

39 Enter an "X" in the appropriate box:
 I am the employee's widow(er). Yes ▶ **Go to Item 40**
 No ▶ **Go to Section 5**

40 Enter your name at birth. ▶

Widow(er)'s Marriages

41 Enter an "X" in the appropriate box:
 I am now, or was previously, married to someone other than the employee. Yes ▶ **Go to Item 42**
 No ▶ **Go to Section 5**

42 Enter the requested information for **each** of your marriages to someone other than the employee.
 Enter your spouse's name at birth and social security number (SSN). If the SSN is unknown, provide the date and place of birth of the spouse and the name at birth of both parents of the spouse in Section 8.
 Enter the most recent marriage in **42a**, the second most recent in **42b**, and so on.

a Spouse's Name				Social Security Number							
Date Married			City and State Married (Country, if other than U.S.)		How Marriage Ended (check one)		Date Marriage Ended			City and State Marriage Ended (Country, if other than U.S.)	
Month	Day	Year	<input type="checkbox"/> Spouse's Death <input type="checkbox"/> Divorce <input type="checkbox"/> Annulment			Month	Day	Year			
b Spouse's Name				Social Security Number							
Date Married			City & State Married (Country, if other than U.S.)		How Marriage Ended (check one)		Date Marriage Ended			City & State Marriage Ended (Country, if other than U.S.)	
Month	Day	Year	<input type="checkbox"/> Spouse's Death <input type="checkbox"/> Divorce <input type="checkbox"/> Annulment			Month	Day	Year			
c Spouse's Name				Social Security Number							
Date Married			City & State Married (Country, if other than U.S.)		How Marriage Ended (check one)		Date Marriage Ended			City & State Marriage Ended (Country, if other than U.S.)	
Month	Day	Year	<input type="checkbox"/> Spouse's Death <input type="checkbox"/> Divorce <input type="checkbox"/> Annulment			Month	Day	Year			

Section 5 Information About the Employee's Family

Child's
Annuity

- 43** Enter an "X" in the appropriate box:
There is a "child," as defined in Section 11, who may be eligible for an annuity. Yes ▶ **Go to Item 44**
 No ▶ **Go to Item 45**

Note: An eligible "child" includes but is not limited to any natural, adopted, step, or (in certain instances) grandchild of the deceased employee who, in the month the employee died, was:

- UNDER age 18, or
- Age 18-19 AND attending high school full time, or
- ANY AGE as long as the "child" was totally and permanently disabled BEFORE the child obtained age 22.

For a complete explanation of the circumstances in which a "child" may be eligible for an annuity, see Section 11.

- 44** Provide the information requested below for the child(ren) referred to in Item 43.

Child's Full Name	Legal Relationship (Check One)	Address and Telephone Number
a	<input type="checkbox"/> Natural <input type="checkbox"/> Stepchild <input type="checkbox"/> Legally Adopted <input type="checkbox"/> Equitably Adopted <input type="checkbox"/> Deemed <input type="checkbox"/> Grandchild <input type="checkbox"/> Stepgrandchild	Address
		Telephone Number (include area code) ()
b	<input type="checkbox"/> Natural <input type="checkbox"/> Stepchild <input type="checkbox"/> Legally Adopted <input type="checkbox"/> Equitably Adopted <input type="checkbox"/> Deemed <input type="checkbox"/> Grandchild <input type="checkbox"/> Stepgrandchild	Address
		Telephone Number (include area code) ()
c	<input type="checkbox"/> Natural <input type="checkbox"/> Stepchild <input type="checkbox"/> Legally Adopted <input type="checkbox"/> Equitably Adopted <input type="checkbox"/> Deemed <input type="checkbox"/> Grandchild <input type="checkbox"/> Stepgrandchild	Address
		Telephone Number (include area code) ()

- 45** Enter an "X" in the appropriate box:
The deceased employee was female. Yes ▶ **Go to Item 48**
 No ▶ **Go to Item 46**

- 46** Enter an "X" in the appropriate box:
A child of the employee is expected to be born. Yes ▶ **Go to Item 47**
 No ▶ **Go to Item 48**

47 Enter month and year child is expected. ▶

Month	Year

Parent's
Annuity

- 48** Enter an "X" in the appropriate box:
The employee was survived by a parent. Yes ▶ **Go to Item 49**
 No ▶ **Go to Item 51**

- 49** Enter an "X" in the appropriate box:
The parent was dependent on the employee for one-half support. Yes ▶ **Go to Item 50**
 No ▶ **Go to Item 51**

Parent's Annuity (Continued)	50 Enter the requested information for each dependent parent of the employee.			
	a Name of Parent	Date of Birth	Month	Year
	Address and Telephone Number ()			
	b Name of Parent	Date of Birth	Month	Year
Address and Telephone Number ()				

Information About Applicant	51 Enter an "X" in the appropriate box: I am the employee's widow(er) and I was living with the employee when the employee died.	<input type="checkbox"/> Yes ▶ Go to Section 7
		<input type="checkbox"/> No ▶ Go to Item 52
	52 Enter an "X" in the appropriate box: I am completing this application as a representative of a funeral home.	<input type="checkbox"/> Yes ▶ Go to Section 7
	<input type="checkbox"/> No ▶ Go to Item 53	
53 Enter an "X" in the appropriate box: I am the employee's natural child, legally adopted child, equitably adopted child, deemed child, parent, grandchild, brother, sister, half-brother or half-sister.	<input type="checkbox"/> Yes ▶ Go to Item 54	
	<input type="checkbox"/> No ▶ Go to Section 6	

Children	54 Enter the requested information for any surviving child(ren) of the employee (except stepchildren) not listed in Item 44.		
	Name of Child (If none, enter "NONE")	Legal Relationship (Check One)	Address and Telephone Number (include area code)
	a	<input type="checkbox"/> Natural <input type="checkbox"/> Legally Adopted <input type="checkbox"/> Equitably Adopted <input type="checkbox"/> Deemed	
	b	<input type="checkbox"/> Natural <input type="checkbox"/> Legally Adopted <input type="checkbox"/> Equitably Adopted <input type="checkbox"/> Deemed	
c	<input type="checkbox"/> Natural <input type="checkbox"/> Legally Adopted <input type="checkbox"/> Equitably Adopted <input type="checkbox"/> Deemed		
Note: If any child is listed above, go to Section 6.			

Grand-Children	55 Enter the requested information about any surviving grandchild(ren) of the employee not identified in Item 44 (except a stepgrandchild) no matter how old they are, what their marital status is, and regardless of whether the employee was supporting them.		
	Name of Grandchild (If none, enter "NONE")	Address and Telephone Number (include area code)	Name at Birth of Parents
	a		Father
			Mother
b		Father	
		Mother	

Grand-Children (Continued)	Name of Grandchild (If none, enter "NONE")	Address and Telephone Number (include area code)	Name at Birth of Parents	
			Father	Mother
c			Father	
			Mother	
d			Father	
			Mother	
Note: If any child is listed in Item 55, go to Section 6.				

Brothers and Sisters	56 Enter the employee's surviving brothers, sisters, half brothers and half sisters. Do Not include stepbrothers or stepsisters. If you need additional space, continue in Section 8.	
	Name (If none, enter "NONE")	Address and Telephone Number (include area code)
a		
b		
c		
d		

Section 6 Information About Burial Expenses

See Section 11 for additional instructions before answering questions in Section 6.

Funeral Home Expenses	57 Enter the total amount of funeral home expenses.	▶ \$	
	58 Enter the amount of funeral home expenses paid with your own money. (If none, check box.)	▶ \$	<input type="checkbox"/> None
	59 Enter the amount of funeral home expenses paid with the employee's money. (If none, check box.)	▶ \$	<input type="checkbox"/> None
	60 Enter the amount of funeral home expenses paid with any other person's money. (If none, check box.)	▶ \$	<input type="checkbox"/> None
	61 Enter the amount of funeral home expenses which are still not paid. (If none, check box.)	▶ \$	<input type="checkbox"/> None
If "None," go to Item 66			
Assumption of Responsibility	The RRB considers that a person has assumed responsibility for unpaid funeral home expenses if either the person has paid some portion of the total funeral home expenses or there is an agreement between the person and the funeral home about how the expenses will be paid.		
	62 Enter an "X" in the appropriate box: I have assumed responsibility for the funeral home expenses which are not paid.	▶	<input type="checkbox"/> Yes ▶ Go to Item 65 <input type="checkbox"/> No ▶ Go to Item 63
	63 Enter an "X" in the appropriate box: Some other person or organization has assumed responsibility for the funeral home expenses which are not paid.	▶	<input type="checkbox"/> Yes ▶ Go to Item 64 <input type="checkbox"/> No ▶ Go to Item 66

Assumption of Responsibility (Continued)	64 Enter the full name of the person or organization who assumed responsibility then go to Item 66.		
	Name		
	Address	Telephone Number (include area code)	
		()	
Authorization to Funeral Home	65 If any of the funeral home expenses are unpaid, the lump-sum death payment (or a part of the lump-sum death payment equal to the amount of the unpaid funeral home expenses) can only be paid to the funeral home. However, before this payment can be made, you must authorize the RRB to make the payment.		
	I request the RRB to pay the lump-sum death payment to:		
	Name of funeral home		
	Address of funeral home	Telephone Number (include area code)	
		()	
	Note: If there are unpaid funeral home expenses at more than one funeral home, show the name, address, and telephone number of the other funeral home(s) in Section 8.		
Opening and Closing of Grave	66 Enter the total amount of the cost of opening and closing the grave not included in Item 57. ▶ \$ <input type="checkbox"/> None (If none, check box.) If "None," go to Item 70		
	When answering Items 67–77, consider any money you received from a life insurance policy or other death benefit as your own if you were named as the beneficiary for the policy or benefit. Also, consider money from any bank account as your own if you were one of the joint owners of the account.		
	67 Enter the amount of the grave opening and closing costs paid with your own money. ▶ \$ <input type="checkbox"/> None (If none, check box.)		
	68 Enter the amount of the grave opening and closing costs paid with the employee's money. ▶ \$ <input type="checkbox"/> None (If none, check box.)		
	69 Enter the amount of the grave opening and closing costs paid with any other person's money. ▶ \$ <input type="checkbox"/> None (If none, check box.)		
Burial Plot	70 Enter the total amount of the cost of the burial plot not included in Item 57. ▶ \$ <input type="checkbox"/> None (If none, check box.) If "None," go to Item 74		
	71 Enter the amount of the burial plot cost paid with your own money. ▶ \$ <input type="checkbox"/> None (If none, check box.)		
	72 Enter the amount of the burial plot cost paid with the employee's money. ▶ \$ <input type="checkbox"/> None (If none, check box.)		
	73 Enter the amount of the burial plot cost paid with any other person's money. ▶ \$ <input type="checkbox"/> None (If none, check box.)		

Other Burial Expenses	74 Enter the amount of other burial expenses not included in Item 57. (If none, check box.)	▶ \$	<input type="checkbox"/> None
	If "None," go to Item 78		
	75 Enter the amount of other burial expenses paid with your own money. (If none, check box.)	▶ \$	<input type="checkbox"/> None
	76 Enter the amount of other burial expenses paid with the employee's money. (If none, check box.)	▶ \$	<input type="checkbox"/> None
77 Enter the amount of other burial expenses paid with any other person's money. (If none, check box.)	▶ \$	<input type="checkbox"/> None	

Other Federal Allowances	78 Enter an "X" in the appropriate box: An application for a burial allowance has been, or will be, filed with the Department of Veterans Affairs or other Federal agency.	▶ <input type="checkbox"/> Yes ▶ Go to Item 79 <input type="checkbox"/> No ▶ Go to Item 80									
	79 Enter the requested information about who the application for a burial allowance has been, or will be, filed with.										
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 30%;">Agency</th> <th style="width: 40%;">Name of Person Filing with Agency</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Department of Veteran Affairs</td> <td></td> <td>\$</td> </tr> <tr> <td><input type="checkbox"/> Other Federal Agency (Specify)</td> <td></td> <td>\$</td> </tr> </tbody> </table>			Agency	Name of Person Filing with Agency	Amount	<input type="checkbox"/> Department of Veteran Affairs		\$	<input type="checkbox"/> Other Federal Agency (Specify)		\$
Agency	Name of Person Filing with Agency	Amount									
<input type="checkbox"/> Department of Veteran Affairs		\$									
<input type="checkbox"/> Other Federal Agency (Specify)		\$									

Reimburse- ment	80 If you did not pay any of the burial expenses, go to Item 82.														
	<p>When answering Items 80 and 81 DO NOT consider any money you received from a life insurance policy or other death benefit if you received the money because you were named beneficiary for the policy or benefit. DO NOT consider any money from any bank account if you were one of the joint owners of the account. Also, DO NOT consider any money, goods, or property that you inherited from the employee under the provisions of a valid will or applicable state law.</p>														
	<p>Enter an "X" in the appropriate box: I have received, or I will receive, money or property (real estate or other goods) to pay me back for the burial expenses I paid.</p> <p>▶ <input type="checkbox"/> Yes ▶ Go to Item 81 ▶ <input type="checkbox"/> No ▶ Go to Item 82</p>														
81 Enter the requested information for each source of payment to you.															
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 45%;">Source of Money or Property</th> <th style="width: 25%;">Date Received or Expected</th> <th style="width: 30%;">Amount or Value</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>\$</td> </tr> <tr> <td></td> <td></td> <td>\$</td> </tr> <tr> <td></td> <td></td> <td>\$</td> </tr> </tbody> </table>				Source of Money or Property	Date Received or Expected	Amount or Value			\$			\$			\$
Source of Money or Property	Date Received or Expected	Amount or Value													
		\$													
		\$													
		\$													

Estate	82 Enter an "X" in the appropriate box: A court appointed administrator or executor has been appointed. (Answer "No" if someone has been named in the employee's will only.)	▶ <input type="checkbox"/> Yes ▶ Go to Item 83 ▶ <input type="checkbox"/> No ▶ Go to Item 84
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Section 9 Certification

Certification

92 I know that if I make a false or fraudulent statement in order to receive benefits from the Railroad Retirement Board, (RRB), I am committing a crime which is punishable under Federal law.

If I receive the lump-sum death payment because I paid the employee's burial expenses, I also agree not to request or accept reimbursement from another party for that part of the burial expenses for which I am reimbursed by the lump-sum death payment.

I have received the appropriate application booklet.

I certify that the information I gave to the RRB on this application is true to the best of my knowledge.

Signature

(First Name, Middle Initial,
Last Name)



--

Date



Month	Day	Year

93 If this application is signed by mark ("X") in Item 92, two witnesses who know the person signing must sign below, giving their full addresses and daytime telephone numbers.

a Signature of Witness

Address (Number and Street)

City, State, and ZIP Code

b Daytime Telephone Number (include area code) ()

Signature of Witness

Address (Number and Street)

City, State, and ZIP Code

Daytime Telephone Number (include area code) ()

Section 10 How to Return Your Application

Before you return your application, check to make sure that:

- **Every** question that applies to you has been answered.
- You have entered "unknown" in **any** answer space for which you were unable to answer a question.
- You have signed and dated the application.
- You have included **all** the needed proofs listed in the letter you received with this application.

When you received your application, you should also have received a pre-addressed return envelope. If you do not have this envelope, you can use any envelope as long as it is addressed to the RRB shown on the last page of this application. No matter which envelope you use, you must put the correct postage on the envelope. Be careful to provide enough postage, because your application and the accompanying forms may weigh more than a standard letter. The U.S. Postal Service will not deliver your application unless it has the correct postage.

Make one final check before you seal the envelope to ensure that the following are enclosed:

- **Needed proofs**
- **The application itself**
- **Additional forms you were asked to complete**

Note: A receipt for your application will be sent to you after the RRB receives your completed and signed application. When you receive the receipt, you will know that the RRB has received your application and has started the work needed to determine if you are entitled to benefits. If you do not receive your receipt within a month after you filed this application, please contact us so we can find out what is causing the delay.

Section 11 Additional Instructions

This section contains more detailed instructions or explanations for a few of the items on the application form. Whenever the instructions on the Form AA-21 refer you to Section 11 you should read this section for the particular question or section **before** you complete that part of the application. This section can be detached from the Form AA-21 packet before the application is returned to the Railroad Retirement Board (RRB).

Item 43

The RRB may be able to pay an annuity to a child of a deceased railroad employee if the child meets certain requirements. When we use the word "child" we are including all of the following categories of children:

- Natural child.
- Stepchild.
- Legally adopted child.
- Equitably adopted child (that is, the employee intended to adopt the child but a legal adoption was not complete before the employee died).
- Deemed child (that is, a child who is born during an invalid marriage).
- Grandchild.
- Stepgrandchild.

In order to be considered for an annuity, the child must be unmarried. In addition, the child must be:

- under age 18; or
- age 18 or older and became disabled before age 22 and the disability is not expected to ever go away; or
- age 18–19 and is attending high school full time.

If the child is the employee's stepchild, the employee must have been providing at least one-half support. If the child is the employee's grandchild or stepgrandchild, the employee must have been providing at least one-half of the child's support and either the child's own parents were dead or disabled or the child was legally adopted by the employee's widow or widower.

Even if there are no children who meet all these requirements right now, a child's annuity may be able to be paid if any child met all the requirements in the month the employee died or later or, if the employee died more than six months ago, if any child met these requirements anytime in the last six months.

If there is any child who meets these requirements, put an "X" in the "YES" box. In addition, you, some other adult acting for the child, or the child should contact the RRB as soon as possible and request information about children's annuities.

Section 6 (Items 57–84)

Section 6: Information About Burial Expenses requires various information about the types of burial expenses which have resulted from the employee's death and about the people who paid these expenses and the money which was used to pay the expenses. Please refer to the following definitions when completing Items 57–84.

• Burial Expenses

Burial expenses include any expenses which arose in connection with the burial or cremation of the employee's body. These include the burial plot, casket, clothing, cremation, death certificates, embalming, flowers, hearse and car for funeral procession, minister, monument, newspaper notice, niche, opening and closing of grave, permits, perpetual care of grave, preparation of body for burial, religious services, telegrams, telephone calls, transportation of the body, traveling expenses of the person escorting the corpse or completing burial arrangements, and so on.

•• Funeral Expenses

Funeral expenses include any of the above burial expenses if the expense is incurred by or through the funeral home. In other words, any burial expense which is included in the funeral home's charges is considered a funeral expense.

•• Burial Plot Cost

The cost of the burial plot is the value of the plot at the time the employee is buried, even if the plot was purchased before the employee's death. If the plot in which the employee is buried is part of a multiplot plot, only the portion of the value of the plot which corresponds to the portion of the plot in which the employee is buried is considered the burial plot cost.

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• • **Other Burial Expenses**

Any burial expense which is not included in the funeral home's charges, is not the cost of opening or closing of the grave and is not the burial plot cost can be included in the total other burial expenses.

• **Your Own Money**

You should consider that you paid expenses with your own money if the money used to pay the expenses was your own personal funds, money in a bank account if it was a joint account owned by you and the employee, money from an insurance policy if you were the beneficiary of the policy, or death benefits from a fraternal association, union or employer if you were named beneficiary of the benefits. If you are applying as the representative of an institution, organization, or association you should treat the money paid by the institution, organization, or association that you are representing as your own money.

• **The Employee's Money**

No matter who makes the actual payment, consider that burial expenses were paid with the employee's money if the money used to make the payment was:

- cash which the employee had at death,
- money which was in a bank account which was owned only by the employee;
- money obtained by selling any of the employee's property;
- unpaid wages which an employer was holding;
- money from a trust fund or money from an insurance policy which the employee owned, if there was no beneficiary or if all the beneficiaries died before the employee;
- any payment made to a funeral home by the employee prior to the employee's death as part of a pre-need burial plan.

• **Other Person's Money**

Any portion of the burial expenses which has been paid using funds other than those considered to be your own money or the employee's money should be shown as expenses paid with any other person's money. The term "person" can be applied to an individual, partnership, organization, fraternal association or government unit.

• **Reimbursement**

The lump-sum death payment may be paid as a reimbursement to the person(s) who paid the employee's burial expenses. An individual who receives the lump-sum death payment on this basis agrees not to request or accept reimbursement from another party for that part of the burial expenses reimbursed by the lump-sum death payment.

You must submit proof of payment of the burial expenses. Part V of the booklet **RB-21, Lump-Sum Death Payment, Residual Lump-Sum, and Annuities Unpaid at Death**, explains what proof is acceptable. If there are certain expenses such as flowers, telegrams, phone calls or payments for religious ceremony for which you did not receive a receipt, use Section 8 to list the expenses and the amount of each expense.

Note: *If you are applying on behalf of a medical school, dental school, or anatomical board, use Section 8 to show the date of final disposition of the employee's body (that is, the date when the body was buried or when the ashes from the cremation are scattered or otherwise put to rest). If there has been no final disposition of the body, indicate that in Section 8.*