



(10-2008)

Republic of the Philippines
SOCIAL SECURITY SYSTEM

(Branch Name)

(Address)

(Name of Claimant)

(Address)

(SS No.)

(Name of Member)

Checklist for Funeral Claim Benefit

**Screener
Code**

- () Funeral Claim Application Form
- () Death Certificate of the member
- () Filer's Affidavit (*Sinumpaang Salaysay*)
- () Official Receipt (OR) issued by the funeral parlor
- () Affidavit of funeral expenses, if the service of a funeral parlor was not contracted
- () Funeral Parlor Service Contract, if the claimant has not yet settled his/her account with the funeral parlor.
- () Signed authority or conformity of payment in favor of the claimant, in case the name appearing in the receipt being submitted as proof of payment of funeral expense is different from that of the claimant.
- () Copy of the service contract and authorization from the relative of the deceased member to apply the funeral benefit claim to the actual cost of funeral service if the claimant is the funeral parlor
- () Certification from the insurance/memorial plan company stating that the deceased is the plan holder.
- () Affidavit executed by the plan holder and the memorial plan company together with the memorial plan wherein the memorial plan holder allows the transfer of the plan to the deceased member
- () Marine protest and passenger's manifest for member passenger for member who died in a sea mishap without recovering the body
- () Marine protest and quit claim authenticated by employer for member seaman who died in a sea mishap without recovering the body
- () Coast guard report for member-fisherman
- () Accident Report/Report of Death (SS Form BPN-105)

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- () Police investigation report conducted after the disappearance and confirmation report from police or other government agency after 4 or 7 years from the date of disappearance
 - () Deed of Sale in case the name in the memorial plan is not the claimant
 - () Joint affidavit of two (2) disinterested persons attesting to the fact, if such is the case, that _____ and _____ are one and the same person, stating therein the correct name.
 - () Recent residence certificate of the filer
 - () Latest 1 x 1 picture of claimant/filer
 - () Identification cards of claimant/filer at least two (2), one with photo for: company ID, Senior Citizen's ID, Police or NBI Clearance, Voter's ID etc. or one (1) ID for: SSS Digitized, passport, PRC Cars, Seaman's Book and Driver's License.
 - () Others _____
- _____
- _____
- _____
- _____

FOR SSS USE

<p>SCREENED BY: _____ SC01</p> <p>_____ SIGNATURE OVER PRINTED NAME _____ DATE</p>	<p>SCREENED BY: _____ SC02</p> <p>_____ SIGNATURE OVER PRINTED NAME _____ DATE</p>
<p>SCREENED BY: _____ SC03</p> <p>_____ SIGNATURE OVER PRINTED NAME _____ DATE</p>	<p>SCREENED BY: _____ SC04</p> <p>_____ SIGNATURE OVER PRINTED NAME _____ DATE</p>

NOTE:

1. Death certificate and marriage contract should be duly registered with the National Statistics Office/Local Civil Registrar Office and the baptismal certificate by the Parish/Church.
2. In refiling, please attach this letter to the funeral claim application.