

TERMINATION HISTORY SHEET

NAME: _____

TASK SECTION	SOCIAL SECURITY No.:	PENSION #:	FILE STATUS:		
	DATE OF DEATH:	MONTHLY BENEFIT: REMAINING BAL:			
	TERMINATION DOCUMENTS & PROCESS	ON FILE? ✓	AMOUNT	DATE	INITIAL
BENEFITS	REPORT OF DEATH FORM				
	TERMINATION TICKET PAYROLL DATE				
	LETTER TO MEMBER'S FAMILY				
	ADD TO DATABASE				
	DEATH CERTIFICATE RECEIVED				
	BENEFIT OPTION FORM ON FILE				
	BNY MELLON PAYMENT HISTORY REPORT				
	FRACTIONAL/REFUND TICKET				
ACCOUNTING	OVERPAYMENT RECOVERY SHEET				
	EMAIL TO PROCESS CHECK RECALLS				
	CHECKS RECALLED(R) REVERSE (RE) LOCAL PRINT (LP) WITH DATE				
	CHECKS RECALLED OR UNSUCCESSFUL EMAIL				
	REASON NOT RECALLED:				
	PERSONAL CHECKS RECEIVED TO REPLACE BENEFIT				
	CASH RESERVE REPORT – RECALL OF BENEFITS: NET PAY				
	CASH RESERVE REPORT – RECALL OF BENEFITS: DEDUCTIONS				
LEGAL	CASH RESERVE REPORT: FRACTIONAL PAYMENT				
	FILE SENT TO LAW DEPARTMENT FOR REVIEW				
	UNCOLLECTIBLE BENEFIT TO WRITE OFF				
NOTES:					

RECEIVED FROM BENEFITS _____ CASH RESERVE REPORT: FRACTIONAL PAYMENT/MECU DEPOSIT: _____
RETURNED TO BENEFITS: _____

CLOSE REVIEW: _____ CASH RESERVE REVIEW: _____ STALE/LIQUIDATED CHECKS REVIEW: _____