

Deceased _____

Directors' Funding Source Checklist

For all questions please call our toll free number 1-866-277-4212

Step 1 – Complete and Fax Fund Request Form and Assignment Forms

- _____ Complete Request for Funding Form
If the policy is a group policy please provide the employer name, contact person's name, and phone number.
- _____ Complete Irrevocable Assignment and Irrevocable Reassignment Forms.
 - We will need one assignment per insurance company.
 - Please have all beneficiaries sign the assignment form, notarized if required.
- _____ FAX the Funding Request form and the Assignment Forms to 713-481-0280 to initiate the verification process

Step 2 – Submitting Insurance Company required Claim forms

You will receive a fax confirming the benefits available on the policy along with all insurance company required forms.

- _____ Have all beneficiaries complete and sign the Insurance Claim Form. We will need an insurance claim form for each insurance company. If required by the insurance company, have each beneficiary complete a separate Claim Form.
- _____ Have all beneficiaries complete and sign all other required documents. (For example, Lost Policy Affidavit, Small Estate Affidavit, etc.)
- _____ Fax the items listed below to 713-481-0280 in order for DFS to complete the processing of your funding request. Once our office receives all required documents your funds will be sent to your office by overnight mail or to your bank by ACH transfer as instructed.
 - _____ Irrevocable Assignment and Irrevocable Reassignment (if not already sent)
 - _____ Life Insurance Claim form(s)
 - _____ Funeral Home contract – signed by all beneficiaries
 - _____ Any other required documents as requested by the Insurance Company

Step 3 – Remitting the ORIGINAL DOCUMENTS

- _____ Please forward all original documents within 3 business days of receiving payment, to Directors' Funding Source in the Federal Express envelopes provided. Please forward all available documents even if the death certificate is unavailable.
 - Original Irrevocable Assignment and Irrevocable Reassignment Forms
 - Original Insurance Claim Form(s)
 - Original Life Insurance Policy or Lost Policy Affidavit
 - Original Certified Death Certificate (if available)
 - Any other required documents