

REPORTING DEATH OF A TEXAS NARFE MEMBER

Report the death of a NARFE Chapter member to our Texas Federation of Chapters (TFC) Secretary and to Headquarters NARFE. The TFC Secretary will adjust TFC Records and notify the Editor of the Texas Federal Retiree (TFR) of the death so the death will appear in the next issue of the TFR. Headquarters NARFE will use the information to adjust records at that level.

There are two acceptable methods of reporting death. The Chapter Secretary or other official designated by the Chapter President should make the death notification as follows:

The **FIRST** method which is probably the easiest involves the use of email. Simply send an email to memsrvcs@narfe.org at Headquarters NARFE with a copy to Pauline Belser our TFC Secretary at pollyb1212@sbcglobal.net or by a separate email to Headquarters and to TFC Secretary Pauline Belser. However, be sure to include the member's name, chapter number, date of death, their NARFE membership number, and the name and address of the surviving spouse if known.

The **SECOND** method involves use of the NARFE Form Number F-9, dated 08/02. The F-9 is a prepaid postcard addressed to Membership Department, 606 N. Washington St., Alexandria, VA 22314-9704. The F-9 is available by order from the NARFE website at <http://www.narfe.org> or in PDF format in the TFC Library page on <http://www.txnarfe.org> If you mail the F-9 in a separate envelope, be sure it is addressed to the above Alexandria, Virginia address. You can advise the TFC Secretary by mailing a copy of the F-9, sending an email to pollyb1212@sbcglobal.net, or by a separate letter to:

**Pauline Belser
TFC Secretary
708 Dogwood Lane
Waxahachie, Texas 75165**

Phone: 972-937-7235

Revised February 22, 2009