

Beneficiary guide

Helping you through your time of loss

The loss of someone you love is likely one of the most difficult situations many of us will ever face.

The reality of it can be overwhelming. While dealing with a range of emotions, there are details that need attention and decisions to make — all while taking care of life's daily responsibilities. Don't worry — we're here to help you.

Your loved one made an important decision to purchase life insurance to help provide financial support to you.

As the beneficiary of a life insurance policy from Principal®, you can count on us to ensure you receive all the benefits and services you're entitled to. We'll help you with your current needs, and when you're ready, can also give you information to help you make decisions about your own financial future.

Where to start

There are tasks and decisions to take care of, and this guide will give you information on:



Prioritizing the things you need to do.



Submitting your life insurance claim.



Planning for your own financial future.

Take care of priorities and final arrangements

We know it's nearly impossible for anyone to be truly prepared for the death of someone you love. But the following checklist gives you some suggestions on tasks that may need to take place.

First priorities

- Find official documents (will, trust, Social Security Card). The will/trust should identify the name and contact information of the person or company handling the person's estate (property, belongings, and money). This person, known as the executor or administrator, will most likely handle many of the tasks listed below.
- Work with a funeral director to make funeral or memorial service arrangements.
- Order multiple copies of the certified death certificate to use with filing claims and other matters.
- Were they in the military? If so, contact the local Veterans of Foreign Wars unit or American Legion. They may be able to provide you with an honor guard for military funerals.
- Gather information about bank accounts, retirement plans, brokerage accounts, mutual funds, stocks, annuities, and real estate.
- Locate any safe deposit boxes and keys that may house vital information and/or instructions.
- Contact the attorney.
- Contact the Social Security Administration.
- Notify the deceased's employer to arrange for benefits due to the beneficiaries. Check to see if they participated in any company retirement or pension plans.
- Notify all insurance companies, including life, health, mortgage, and credit so they can send you claims forms and instructions.



Quick Tip:

Check to see if a [Financial and Estate Planning Documentation Workbook](#) from Principal was completed. If so, this helpful tool may be filled with financial information and personal wishes to help you with the planning process. Look for this as you are finding other key documents.

Next priorities



Update

- Name on property titles
- Name on insurance policies
- Name on bank accounts

Locate

- Credit cards to cancel
- Official documents (income tax returns, passport)
- Bills that may need to be paid

Notify

- Accountant/tax preparer
- Financial professional
- Banker
- Organizations that he/she belonged to



Submit your Principal life insurance claim

Life insurance proceeds are often income tax-free.

They may be available for financial needs, such as funeral costs, outstanding debts or loans, college costs, or to supplement your future retirement income.

Follow these steps to get started with the claims process:

- 1 | Notify Principal** – Either you or your financial representative can submit the claim notification. Your financial representative can use the online Death Notice Form or either of you can call or email us with the following information:
 - Date of death
 - Cause and manner of death
 - Person to whom claim forms were released
- 2 | Complete and submit the Principal Life Claim form** (DD750).
- 3 | Submit a certified death certificate** – We require copies with raised seal or special coloring indicating it's an original (photocopies accepted only for policies where the face amount is \$50,000 or less).
- 4 | Complete and submit supplemental forms** – These are some that could be required:
 - Surviving Children's Affidavit (DD433), if beneficiary designation is simply "children".
 - Proof of death for any predeceased beneficiary. Proof may be a funeral home folder, newspaper obituary or death certificate.
Note: If death occurs within the first two years of the policy issue, you'll need to notify the Individual Claims division at 800-331-2213, and we'll provide the necessary requirements.
- 5 | Submit notification and a copy of the death certificate** upon the first death of an insured covered under a survivorship policy.



We're here to help

If you need any help during the claims process, give us a call at 800-331-2213.

Plan for your financial future

To plan for your own future, you must be prepared.

You'll need your personal history and legal documents to apply for benefits and/or carry out legal instructions. Some examples of documents you might want to think about are:

- **Will** – Specifies what you want to happen to your property when you die and who you want to oversee your estate. Also, lets you name a guardian for any minor children.
- **Living will** – Informs healthcare providers and your family about your desires for medical treatment if you're unable to speak for yourself.
- **Healthcare power of attorney** – Grants someone permission to make medical decisions if you can't make them yourself.
- **Durable power of attorney** – Grants someone permission to make financial decisions if you can't make them yourself.



Did you know?

The money you receive as a beneficiary can have an impact on your financial future.

When you're ready, take a closer look at how prepared you are with your own future plans.

Talk with your family members about where your important documents are, what your final wishes are, where your passwords and keys are stored and people or companies to contact.

You have an opportunity to get your financial, insurance and legal matters in order for your family. Review your designated beneficiaries and make sure names on your deeds, property and accounts are up to date.



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