

INSTRUCTIONS FOR CLAIMING BENEFITS DUE A DECEASED CLAIMANT

- I. IF CLAIMANT DIED WITHOUT A WILL AND THE TOTAL VALUE OF THE REAL AND PERSONAL ESTATE OF THE DECEASED, INCLUDING THE BENEFITS CLAIMED, DOES NOT EXCEED \$10,000.00 AND SURVIVING SPOUSE CLAIMS BENEFITS.
 - (1) The surviving spouse should call at the office of the Surrogate of the County in which the deceased had his legal residence at the time of death, and there execute and file the necessary Affidavit; submit an inventory of the value, nature and location of all the assets of the deceased; and secure from the Surrogate a true copy of the Affidavit.
 - (2) Execute Parts A, B and F of AFFIDAVIT FORM B-40 before a Notary Public, attach Death Certificate and the true copy of the Affidavit mentioned in (1) above and mail to: Division of Unemployment Insurance, Labor Building, PO Box 395, Trenton, New Jersey 08625-0395.

- II. IF CLAIMANT DIED WITHOUT A WILL AND THE TOTAL VALUE OF THE REAL AND PERSONAL ESTATE OF THE DECEASED, INCLUDING THE BENEFITS CLAIMED, DOES NOT EXCEED \$5,000.00, AND THERE IS NO SURVIVING SPOUSE, BUT CLAIM IS MADE BY A NEXT OF KIN:
 - (1) The next of kin should call at the office of the Surrogate of the County in which the deceased had his legal residence at the time of death, and there execute the necessary Affidavit and file same with the consent of all other next of kin; submit an Inventory of the Value, Nature and Location of all the assets of the deceased; and secure from the Surrogate a true copy of the Affidavit.
 - (2) Execute Parts A, C and F of AFFIDAVIT FORM B-40 before a Notary Public, attach Death Certificate and the true copy of the Affidavit mentioned in (1) above and mail to: Division of Unemployment Insurance, Labor Building, PO Box 395, Trenton, New Jersey 08625-0395.

- III. IF CLAIMANT LEFT A WILL, OR IF THE TOTAL VALUE OF THE REAL AND PERSONAL ESTATE OF THE DECEASED, INCLUDING THE BENEFITS CLAIMED, IS IN EXCESS OF \$5,000.00.
 - (1) The surviving spouse, next of kin, Executor, Executrix, Administrator or Administratrix as the case may be, should apply to the Surrogate of the County in which the deceased resided at the time of death for Letters of Administration or Letters Testamentary and secure certified copy of Letters of Administration or Letters Testamentary.
 - (2) Execute Parts A, D and F of AFFIDAVIT FORM B-40 before a Notary Public, attach Death Certificate and the true copy of the Affidavit mentioned in (1) above and mail to: Division of Unemployment Insurance, Labor Building, PO Box 395, Trenton, New Jersey 08625-0395.

- IV. IF DECEDENT AT THE TIME OF DEATH WAS A RESIDENT OF A STATE OTHER THAN NEW JERSEY:
 - (1) The surviving spouse, next of kin, Executor, Executrix, Administrator or Administratrix as the case may be, should apply to the proper authority in the State in which the deceased resided at the time of death for Letters of Administration or Letters Testamentary and secure certified copy of Letters of Administration or Letters Testamentary.
 - (2) Execute Parts A, E and F of AFFIDAVIT FORM B-40 before a Notary Public, attach Death Certificate and the true copy of the Affidavit mentioned in (1) above and mail to: Division of Unemployment Insurance, Labor Building, PO Box 395, Trenton, New Jersey 08625-0395.