



EMPLOYEES' RETIREMENT SYSTEM OF THE GOVERNMENT OF THE VIRGIN ISLANDS

Benefits Checklist

Change of Address

- ✓ Picture I. D.

Change of Name

- ✓ Court Order
- ✓ Marriage Certificate or Divorce Decree
- ✓ Religion

Change of Beneficiary

- ✓ Picture I. D.

Direct Deposit

- ✓ Direct Deposit: Checking Acct-Voided Check, Savings Acct-passbook information

Death Benefits

- ✓ Picture I. D.
- ✓ Marriage Certificate
- ✓ Birth Certificate
- ✓ Death Certificate
- ✓ Court Ordering Guardianship for minors

Election of Optional Benefits

- ✓ Marriage Certificate
- ✓ Birth Certificate
- ✓ Passport or Picture I.D.
- ✓ Social Security Card

Membership Record

- ✓ Social Security Card (Copy)
- ✓ Birth Certificate
- ✓ Picture I. D.
- ✓ DD214 Military Form (If Applicable)
- ✓ Beneficiary's Social Security Number
- ✓ Beneficiary's Date of Birth

Optional Benefits (Optional annuity) CHECK LIST

- ✓ Death Certificate
- ✓ Picture I.D.
- ✓ Social Security Card

Refund of Contributions

- ✓ Driver's License or Voter's I.D.
- ✓ Last two Check Stubs
- ✓ Copy of Resignation letter

Service Annuity

- ✓ Driver's License or Voter's I.D.
- ✓ Passport, Birth Certificate, or
- ✓ Naturalization Certificate
- ✓ Social Security Card
- ✓ Copy of Retirement Letter
- ✓ For beneficiary purposes please provide the person(s): Name, SSN#, Date of Birth and
- ✓ Current Mailing Address
- ✓ Direct Deposit: Checking Acct-Voided Check, Savings Acct-passbook information

3438 Kronprindsens Gade
GERS Complex- Ste. 1
St. Thomas, V.I. 00802-5750
(340) 776-7703
Fax: (340) 776-4499

#3005 Orange Grove-Lot 5
Christiansted
St. Croix, V.I. 00820-4313
(340) 773-5480
Fax: (340) 773-5497

www.usvigiers.com