



Confederated Tribes of Siletz Indians  
Enrollment Department

201 SE Swan Ave  
PO Box 549  
Siletz, Oregon 97380-0549  
Telephone: (541) 444-8258 • Toll Free: (800) 922-1399 ext. 1258

**Designation of Death Benefit Beneficiary**

Please print clearly in blue or black ink

**INSTRUCTIONS:** Review the enclosed brochure for more information about the Death Benefit & Insurance. Print clearly in black or blue ink. **A parent or legal guardian must sign if the named tribal member is under 18 years of age.** If you are signing as a legal guardian of a minor or adult, you must submit legal verification that names you as the Guardian. The designated Beneficiaries must be age 18 or older.

I, \_\_\_\_\_, (name of tribal member), Tribal Roll # \_\_\_\_\_ hereby designate the **adult(s)** named on page two (2) of this document as my beneficiary for the Tribal Death Benefit Insurance.

**X** \_\_\_\_\_  
*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_  
Signed By:  Tribal Member  Legal Guardian of Minor  Legal Guardian of Adult\*

Phone Number: \_\_\_\_\_

\* Documentation will be reviewed by Tribal legal staff

Printed Name of Parent/Legal Guardian: \_\_\_\_\_

**NOTARIZATION FOR SIGNATURE VERIFICATION REQUIRED**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ (date) by \_\_\_\_\_ (name of person).

Notary Public:  
\_\_\_\_\_

Print Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

<b>SILETZ TRIBAL OFFICE USE ONLY</b>	
TRIBAL ROLL # _____	ENTERED BY: _____
ENTERED DATE: _____	

### Designation of Death Benefit Beneficiary

**NOTE:** If you choose to have two beneficiaries that split the Death Benefit Insurance, list them both as "1<sup>st</sup> Beneficiary". Attach pages for additional beneficiaries if necessary. Please share the enclosed brochure with your Beneficiary. You can name anyone as a Beneficiary so long as they are age 18 or over at the time this form is completed, they do not have to be a relative, and they do not have to be a Tribal member. See the full policy on the Tribal web-site or contact Enrollment Staff for a copy.

**1<sup>st</sup> Beneficiary (please print)**

Full Legal Name: \_\_\_\_\_

Relationship to You: \_\_\_\_\_ DOB: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

**2<sup>nd</sup> Beneficiary (please print)**

Full Legal Name: \_\_\_\_\_

Relationship to You: \_\_\_\_\_ DOB: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

**3<sup>rd</sup> Beneficiary (please print)**

Full Legal Name: \_\_\_\_\_

Relationship to You: \_\_\_\_\_ DOB: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

**RETURN THIS COMPLETED FORM TO:**

Mail: CTSI-Enrollment PO Box 549 Siletz, OR 97380	In Person: Any Siletz Tribal Office
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If you have any questions, you may contact the Enrollment Department by telephone at (800) 922-1399 ext. 1258 or E-mail to [angelar@ctsi.nsn.us](mailto:angelar@ctsi.nsn.us).

## STAFF ASSISTANCE

CTSI staff supportive assistance is available during the funeral planning process.

### Plot Location\*:

Robert Kennta  
(541) 444-8244  
robertk@ctsi.nsn.us

### Grave-site Prep\*:

Public Works  
(541) 444-8289  
publicworks@ctsi.nsn.us

### Honor Guard & Veterans:

Tony Molina  
(541) 444-8330  
tonym@ctsi.nsn.us

### Community Center:

Heidi Lussier  
(541) 444-8367  
heidil@ctsi.nsn.us

### Dance House:

Culture Department  
(541) 444-8208

### Potluck:

Anita Bailor  
(541) 444-8220  
anitab@ctsi.nsn.us

### Tribal Casket:

Angela Ramirez  
(800) 922-1399 ext. 1258  
(541) 444-8258  
angelar@ctsi.nsn.us

*If there is other assistance not listed you are in need of, please contact the Enrollment Staff.*

FOR BURIAL AT PAUL WASHINGTON CEMETERY\*



Confederated Tribes of Siletz Indians of Oregon

## Enrollment Department

201 SE Swan Ave.

P.O. Box 549

Siletz, OR 97380

Enrollment Officer:

Angela Ramirez

Toll Free: (800) 922-1399 ext. 1258

Direct: (541) 444-8258

Fax: (541) 444-8296

E-mail: [angelar@ctsi.nsn.us](mailto:angelar@ctsi.nsn.us)

Web-Site: [www.ctsi.nsn.us](http://www.ctsi.nsn.us)

All Enrollment Forms are available on the Tribal web-site. Go to "Government Listings" in the upper left corner of the home page then scroll down to "Enrollment".

The Enrollment page has all the forms you need to keep your Enrollment file updated.



# Siletz Tribal Member Death Benefit Guide



## FREQUENTLY ASKED QUESTIONS BY THE TRIBAL MEMBER & THEIR GUARDIAN

### WHAT IS THE PURPOSE OF THE DESIGNATION OF DEATH BENEFIT BENEFICIARY FORM?

- The Tribe provides coverage for up to \$6,000 for funeral and burial costs at this time. The funeral and burial costs will be provided regardless if the *Designation of Death Benefit Beneficiary* form is on file or not.
- There is a \$1,000 benefit that is paid directly to the designated Death Benefit Beneficiary that is not used for the funeral and burial costs. **There is no “default beneficiary” such as a spouse if married or parents if it is a minor child that should pass.** The form is used for the Tribal member or their guardian to designate the person they want to receive the Death Benefit beneficiary amount. **Anyone over the age of 18**, (Tribal member or non-tribal) family member or not, can be listed as the Death Benefit Beneficiary.
- It is **suggested to list at least two beneficiaries** as most people travel with the person named as beneficiary #1 and may be involved in an accident together.
- To name more than three (3) beneficiaries, attach an additional paper listing #4 through however many additional names you want.
- This Form can be updated with the Enrollment Department as often as needed; both for designation of the Death Benefit Beneficiary and contact information. **The form is REQUIRED to be notarized to ensure the Tribal member/their guardian completed the form.**
- Upon receiving notice of the passing of a Tribal member the staff will contact the first named Beneficiary listed on the most recently completed Form.
- Per the Tribal Confidentiality Policy, Tribal Staff cannot share the name or contact information of the Beneficiary with anyone other than the Beneficiary.
- The named Beneficiary can choose to designate another person to make the funeral arrangements on their behalf, however, payment will still be sent to the named Beneficiary.
- **The original Form must be returned to the Enrollment Department.** A copy of the Form should be kept with other legal documents such as the Last Will & Testament. A copy of the Form should also be given to the Beneficiaries as well as a copy of this guide.
- **If you don't know who you have designated as your Death Benefit Beneficiary or their contact information may have changed, complete an updated form!**

## FREQUENTLY ASKED QUESTIONS BY THE BENEFICIARY

### WHO DO I NOTIFY IN THE EVENT OF THE PASSING OF A TRIBAL MEMBER?

- Notify the Enrollment Department of the Tribal Members date of passing and the contact information for the funeral home.

### WHAT ITEMS DOES THE DEATH BENEFIT INSURANCE COVER?

- The Beneficiary or family can use the funds for the cost of the funeral attendant, casket, burial plot, flowers, head stone/marker, vault, facility use, or any other costs associated with the funeral services.

### HOW DO I EXPLAIN THE DEATH BENEFITS TO THE FUNERAL HOME?

- Provide the Funeral Home with the Enrollment Department's contact information. Staff will send them information on the process and amount of the death benefit available for the funeral and burial costs.

### MY LOVED ONE WAS A VETERAN, IS THERE ASSISTANCE WITH ARRANGING FOR A TRIBAL HONOR GUARD?

- The Tribe has a Veteran Coordinator that can assist you with this, see the listing under Staff Assistance in this Guide.

### HOW DO I PURCHASE A CASKET WITH THE TRIBAL PENDLETON BLANKET LINING?

- Contact the Enrollment Department to make arrangements to view the caskets that are immediately available for purchase. The Tribal casket comes in pine or cedar finishes depending on the size of the casket and the lining is made from the Tribal Pendleton blanket . The on-hand caskets can be picked up in Siletz and delivery is available at a fee. Both the cost of the casket and delivery fee will be paid from the Death Benefits.

### WHAT DOES THE BENEFICIARY OR FUNERAL HOME NEED TO SUBMIT TO PROCESS PAYMENTS?

- In order to process payment to the Funeral Home and then the Beneficiary, the Enrollment Officer will need an ORIGINAL death certificate (long form) and a copy of the Funeral Home's invoice/contract for services. Depending on accounting deadlines, payments can take up to three weeks to process. The original death certificate will NOT be returned, it will remain on file with the Tribal member's file in the Enrollment Department.

### HOW DO I PUBLICLY ANNOUNCE FUNERAL ARRANGEMENTS WITH THE TRIBE?

- Once the funeral arrangements have been decided please notify the Enrollment Officer. The family has the option for the public posting of the funeral services within all Tribal offices **-OR-** they can choose not to have the services publicly announced in which case the staff will publish that the services are private. At the families discretion, staff will commonly include the name and address of the person designated to receive condolences for the family.