



# Assemblies Of The Lord Jesus Christ

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## LIFE INSURANCE BENEFIT CLAIM INSTRUCTIONS

- 1) **BENEFICIARY** - Obtain a **CERTIFIED** copy of the Death Certificate – generally provided by the Funeral Home as a service to the family. If not provided by the Funeral Home, ask them how to go about obtaining a Certified Death Certificate copy.
- 2) Download the “**Member Life Insurance Claim Form**” available from the ALJC website page – <http://insurance.aljc.org> to your Desktop. **NOTE:** There is **NO** public link on the website for this page. You must type the page address into your Internet Browser’s address block. All forms are in PDF format.
  - a. If you are not able to download this form, contact headquarters by telephone and the form package will be faxed or mailed to you. Provide your name and a valid fax number or mailing address when you call. You may also fax your request to (901) 685-9443.
- 3) **BENEFICIARY OR BENEFICIARIES** - Complete the “**Acknowledgement**” section of the Life Insurance Benefits Beneficiary Statement. If more than one beneficiary is designated by the member to receive benefits according to the Beneficiary Form or information on file at Headquarters, EACH BENEFICIARY must complete a separate Acknowledgement form. (Only one certified copy of the Death Certificate is required.)
  - a. **USE BLACK OR DARK BLUE INK ONLY.** Check to make sure that you have fully completed the form. Make sure the form is signed by the Beneficiary.
- 4) Mail the completed Acknowledgement form AND the Certified Death Certificate to:  
ASSEMBLIES OF THE LORD JESUS CHRIST  
INSURANCE OFFICE  
PO BOX 22366  
MEMPHIS, TN 38122-0366
- 5) When a member files a claim for a dependant, only the Death Certificate certified copy will be required. The Death Certificate always lists the spouse’s name and the parents names and according to our Account Manager, that is sufficient proof of relationship. The member is always the beneficiary for the spouse/child.

When Headquarters receives the Acknowledgement form and certified Death Certificate, the Beneficiary designation information will be verified with the Beneficiary Form information on file in the member’s folder. The dues status of the member will also be verified to ensure that the member is eligible to receive the life insurance benefit. **NOTE:** The ALJC General Constitution BENEVOLENT Article, Section 2, Paragraph 1 states, “To be eligible for benefits, a minister’s dues shall not be over thirty (30) days in arrears.”

Maintaining his/her eligibility is the contractual obligation of each member. Should any member be more than 30 days in arrears, they are ineligible for life insurance benefits. It is extremely important that each member ensure his/her dues are paid on time and are kept current. Dues are due and payable on the first of each unpaid month through your District Secretary.

Upon verification of Beneficiary form(s) and current membership and dues status, Headquarters will complete a Standard Insurance verification form, make a copy for our records, and mail the entire claim package to the Standard Insurance Claims Office.

Claims are generally paid within 30 days from receipt at the Standard Insurance Claims office. The claim payment timeframe is entirely under the control of the Insurance Company.

Contact the General Secretary/Treasurer with any questions about this process or insurance claims or to verify Beneficiaries of record. [GrayR@aljc.net](mailto:GrayR@aljc.net).