

NEWSPAPER

PHILIPPINE STAR

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PAGE

3



SOCIAL SECURITY SYSTEM

CIRCULAR NO. 2020-016

TO : ALL SSS MEMBERS, CLAIMANTS, AND BENEFICIARIES

SUBJECT : ONLINE FILING OF FUNERAL BENEFIT CLAIM THROUGH THE SSS WEBSITE

Pursuant to Social Security Commission Resolution No. 305-4-2020 dated 24 June 2020 and to provide our claimants of funeral benefit with safer, faster, more convenient and economical means of filing their funeral benefit claim and to hasten the digitalization of benefit processes to comply with the requirements of the Ease of Doing Business and Efficient Government Services Delivery Act of 2015 or Republic Act No. 11032, through streamlining, simplification and automation of benefit processes, the following guidelines for the online filing of funeral benefit are hereby issued:

A. Coverage

All claimants of funeral benefit who actually defrayed the cost of funeral expenses upon the death of a member, permanent total disability pensioner or retirement pensioner.

B. Pre-requisites for Online Application

1. Claimant must be issued an SSS number and registered in the SSS Website to be able to apply for funeral benefit through the MySSS Service Portal.
2. Claimant must have an issued SSS Unified Multi-Purpose ID (UMID) or has already applied for a UMID card per SSS records.
3. Claimant must have a disbursement account enrolled with SSS through the Bank Enrollment Module (BEM) of the SSS Website since the benefit will be credited to his/her preferred disbursement account following the payment channels:
 - SSS UMID card enrolled as ATM;
 - Bank Account in PESONet participating banks;
 - Union Bank of the Philippines (UBP) Quick Card;
 - Electronic wallet such as Paymaya; or
 - Pick-up arrangement with remittance transfer companies (RTCs) cash payout outlets (CPOs).

C. Features of the Online Filing of Funeral Benefit

In this facility, the claimant can:

1. Conveniently apply online for funeral benefit claim through the E-Services Menu of the MySSS Service Portal of the SSS Website.
2. Access/View the following:
 - List of Documentary Requirements;
 - Update Contact Information; and
 - Update Disbursement Account.
3. Upload and submit documentary requirements upon system's confirmation of the deceased member's eligibility to the benefit and claimant's certification.
4. Enroll bank account or e-wallet details with the SSS through the BEM under the E-Services Menu of the MySSS Service Portal.
 - 4.1 For claimants with no SSS-registered bank accounts, the claimant must first enroll his/her bank account or e-wallet details with SSS via BEM.
 - 4.2 For claimants with no existing bank or e-wallet account, benefit shall be disbursed through cash pick up arrangement in RTCs through an SSS-authorized government depository bank. In order to avail of this option, the claimant must first enroll his/her mobile number with the SSS via the claimant's MySSS account.
5. Receive e-mail notification upon successful submission of funeral benefit claim through the SSS Website.
6. Receive email notification on the status (approval/rejection) of the funeral benefit claim submitted online.
7. View the status of submitted funeral benefit claim (real time posting) through WINS, SSIT, WEB, or SSS Mobile App.

D. Payment of Funeral Benefit

Funeral benefit shall be credited to the claimant's UMID card enrolled as ATM. If without UMID card enrolled as ATM, funeral benefit shall be credited to the preferred disbursement account registered by the claimant through the BEM under the E-Services Menu of the MySSS Service Portal.

E. How to Apply for Funeral Benefit Online (please refer to Annex A)

The benefit is guided accordingly:

(Sgt.) AURORA C. KINACIO
President and CEO

22 July 2020

How to Apply for Funeral Benefit Online

Annex A

1. Log-in to your MySSS Account.
2. Click **GUDMIT FUNERAL CLAIM APPLICATION** under the **E-SERVICES Tab**.
3. Provide all the following information of the deceased SSS member and click "Proceed":
 - a. SS number/C.R.N.;
 - b. Surname and Given Name;
 - c. Date of Birth;
 - d. Date of Death; and
 - e. Amount of Funeral Expenses.

Note:

 - SSS shall validate if all information are correct and confirm if deceased member is qualified for funeral benefit.
4. Provide the following information:
 - a. Civil Status of the deceased;
 - b. Your relationship with the deceased member; and
 - c. Choose your preferred disbursement account from any of your enrolled disbursement account in the Bank Enrollment facility under the E-Services Menu.

Note:

 - Claimant should have an enrolled disbursement account through the Bank Enrollment Module (BEM) for the disbursement of the funeral benefit.
 - If with registered UMID card enrolled as ATM, the system will automatically credit the benefit to the UMID card enrolled as ATM.
5. Upload all the following supporting documents:
 - a. Proof to establish SSS membership of deceased member;
 - b. Death certificate of deceased member; and
 - c. Proof of defrayed funeral expenses.

Note:

 - Allowed file size is images and pdf only, with maximum file size of 2MB per document.
6. Read the Certification carefully and click the "Submit" box to agree and proceed.
7. Check your email for the funeral benefit claim application notice from the SSS.

SSS-RASD

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