



Republic of the Philippines
SOCIAL SECURITY SYSTEM

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CIRCULAR NO. 2021-007

TO : ALL SSS MEMBERS, CLAIMANTS AND BENEFICIARIES

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

Pursuant to Social Security Commission Resolution No. 293-s.2021 dated 09 June 2021, and to comply with the Ease of Doing Business and Efficient Government Services Delivery Act of 2018 or Republic Act No. 11032, through streamlining, simplification and automation of benefit processes, the following enhanced guidelines, 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 My.SSS Portal.
2. Claimant must have a disbursement account enrolled with SSS through the Disbursement Account Enrollment Module (DAEM) in the My.SSS Portal of the SSS Website.

Having an issued SSS Unified Multi-Purpose ID (UMID) or SSS Digitized ID, or application for UMID card, is no longer a pre-requisite for online filing.

C. Features of the Enhanced 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 My.SSS Portal of the SSS Website.

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2. Access/view the following:
 - List of Documentary Requirements
 - Update Contact information
 - 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.

In case claimant is the dependent legal spouse of the deceased member, online certification with undertaking on his/her defrayal of funeral expense shall be required in lieu of uploading and submission of documents as proof.

4. Enroll bank account or e-wallet details with SSS through the DAEM under the E-Services Menu of the My.SSS Portal.
5. Receive the following e-mail notifications regarding the funeral benefit claim submitted online:
 - Upon successful submission and assignment of claim to the concerned branch office for processing; and
 - Status of claim (approval/rejection).
6. View the status of submitted funeral 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 DAEM under the E-Services Menu of the My.SSS Portal.

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

The guidelines in this Circular shall take effect on **31 July 2021**.

This supersedes Circular No. 2020-016 on the Online Filing of Funeral Benefit Claim through the SSS Website dated 22 July 2020.

Please be guided accordingly.


AURORA C. IGNACIO
President and CEO 


22 JUL 2021
Date

ATTACHMENT: Annex A - How to Apply for Funeral Benefit Online

(Policy - Funeral)
Prepared by: RDF Benefits Administration Department



How to Apply for Funeral Benefit Online

1. Log-in to your **My.SSS Account**.
2. Click **SUBMIT 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 Expense/s *Note:*
Note:
 - SSS shall validate if all information is correct and confirm if deceased member is qualified for funeral benefit.
4. **Provide information** as follows:
 - a. Civil Status of the deceased;
 - b. Your relationship with the deceased member; and
 - c. Choose your preferred disbursement account in the Disbursement Account Enrollment Module (DAEM) under the E-Services Menu.
Note:
 - The system shall automatically credit the benefit proceeds to the claimant's UMID card enrolled as ATM, if applicable.
 - If with no UMID-ATM card, claimant must have a disbursement account enrolled in DAEM for the crediting of benefit proceeds.
5. **Upload supporting documents** as follows:
 - a. Proof to establish SSS membership of deceased member;
 - b. Death certificate of deceased member; and
 - c. Proof of defrayal of funeral expenses (if applicable).
Note:
 - Allowed files are 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**.

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