

Losing a loved one is especially difficult. Dollar Tree is here to help you navigate this challenging time.

Your Next Steps



Report the Associate's passing.

- Let the associate's leader know that he or she has passed.
- Contact the **mytree** Support Center as soon as possible to report his or her death and begin the process for receiving available survivor benefits.

mytree Support Center

855-245-7994

mytree@benefitplace.com

Monday–Friday, 8:00 am–8:00 pm Eastern Time (closed on holidays)



Collect required documents.

- **Death certificates:** You can order them from the local vital statistics office.
- **Marriage certificate or domestic partner/civil union certificate,** if applicable. A photocopy is acceptable.
- **Birth certificates** for the deceased associate, the surviving spouse/domestic partner and dependent children, if applicable. Photocopies are acceptable.
- **Social Security award letters** for the surviving spouse and dependent children, if applicable.
- A photocopy of a valid **Driver's License** is required for a beneficiary to claim their benefits.



Review their final paycheck.

- For any questions related to a final paycheck, please contact the associate's manager or Human Resources business partner for assistance.
- Payment will be made to the associate, designated beneficiary, or estate on file.



Review their health and financial benefits.

All associate benefits will end once their death is reported. All applicable survivor benefits will be retroactive to the date of death.

- **Medical, dental, and vision**
 - Eligible spouses/domestic partners and dependents will receive information about continuing coverage through COBRA.
- **Flexible Spending Account (FSA)**
 - File claims for any eligible healthcare expenses incurred before the date of death.
 - View the deceased associate's account balance by logging in to umr.com or by calling **866-868-0145**.
- **Employee Stock Purchase Plan (ESPP)**
 - Any contributions made in the current offering period will be refunded through the associate's paycheck.
 - All purchased shares will be distributed to the beneficiary(ies) on file with the associate's brokerage account.
 - Contact Charles Schwab at **800-654-2593** or email espp@dollartree.com for assistance.
- **Unvested Stock Awards**
 - Unvested shares may receive accelerated vesting following an associate's death.
 - Once vesting is finalized, shares will be deposited into the associate's Charles Schwab account.
 - Contact Charles Schwab at **800-654-2593** for assistance.



Return Dollar Tree property.

Coordinate with the associate's manager or HR Business Partner to learn how to return any Dollar Tree property including:

- Company equipment
- Company credit card
- Security access badge

Any of the associate's personal belongings that were left in the workplace will be returned to you.

Need support?

Included Health

Included Health's representatives are specially trained to help guide you through the process. Get Included Health's support by calling **855-652-5095** or clicking over to [their website](#). Use the associate's information to register your account.

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