

Burial Assistance Program Guidelines



Purpose and Description

The Koniag Benefit Trust administers the Burial Assistance Program. To help defray the cost of funeral expenses and other costs associated with the death of a relative, Koniag will provide up to \$2,500 toward the funeral expenses of deceased voting Koniag Shareholders as defined by Public Law 92-203 Alaska Native Claims Settlement Act hereafter referred to as ANCSA.

Burial assistance is provided for the families of deceased voting Shareholders who pass away and have a Koniag Stock Will or General Will on file with Koniag, or to families of deceased voting Shareholders who did not have a will on file but provide a will in a timely manner or can provide all documents needed for estate determination under Alaska Statutes, Intestate Succession if no will is available.

Eligibility Criteria

1. Burial Assistance is available for funeral expenses of deceased voting Koniag Shareholders as defined by ANCSA, who pass away on or after April 1, 2017.
2. Voting Shareholders who legally cannot draft a will may qualify for burial assistance. Specifically:
 - a. Voting Shareholders who pass away as a minor and therefore cannot legally draft a will.
 - b. Voting Shareholders who have been incapacitated during the entire time they have owned shares and therefore cannot legally draft a will. Voting Shareholders who are currently incapacitated but previously were not (while owning shares) but chose not to complete a will, do not qualify for burial assistance.

Application Process

1. Applications will be accepted from the surviving spouse or the relative responsible for making arrangements before other family members can apply for assistance.
2. Application for burial assistance must be applied for within 180 days (6 months) of the voting Koniag Shareholder's death.
3. A copy of the voting Shareholder's death certificate or a letter from the funeral home shall accompany the application for assistance. No funds will be issued until the death certificate or letter is received.
4. A complete application form must be submitted. Incomplete applications will not be processed for payment.
 - ☐ Complete the Deceased Shareholder Information section of the form.
 - ☐ Complete the Funeral Home section of the form only if you are requesting funds be mailed directly to the funeral home.
 - ☐ Complete the Applicant section of the form.
 - ☐ Sign and date the form.
5. If you are requesting reimbursement of expenses, you must attach itemized receipts showing costs associated with the final expenses of the deceased voting Shareholder. Expenses eligible for reimbursement in priority order, include:
 - ☐ Invoice or itemized list of goods and services from the funeral home.
 - ☐ Transportation costs associated with the deceased final resting place.
 - ☐ Supplies for preparation of final resting. For example, head stone, flowers, casket, wood for casket, cross, labor associated with the construction of a cross or casket, labor or preparation of the final resting place, and clothing for final resting.
 - ☐ Food and facility costs for the wake or memorial service.
 - ☐ Transportation costs for family members to travel to the community of the final resting place.
6. Families of a voting **Shareholder who did not have a will** must also include within 180 days:
 - ☐ A completed Estate Questionnaire for Right to Receive ANCSA Stock form.
 - ☐ Any legal documents needed to prove lineal descent of heirs to the deceased voting Shareholder.
7. Applications can be mailed, emailed or delivered in person to:

DELIVER, MAIL, FAX OR EMAIL FORM

Shareholder Records
3800 Centerpoint Drive, Ste 700
Anchorage, AK 99503
P: 907-561-2668 or toll free: 800-658-3818
F: 907-562-5258
E: shareholderrecords@koniag.com

Shareholder Records
194 Alimaq Drive
Kodiak, AK 99615
P: 907-290-8492 or toll free: 800-658-3818
F: 907-486-3325
E: shareholderrecords@koniag.com

Burial Assistance Application



Check One:

- ☐ I am requesting reimbursement. (attach copies of itemized receipts or funeral home invoice)
- ☐ I am requesting payment be mailed directly to the funeral home. (attach funeral home invoice)

The following must be received before the burial assistance application can be processed:

- ☐ A complete and signed Burial Assistance Application.
- ☐ Copy of the Death Certificate or letter from the funeral home.
- ☐ Copies of itemized receipts.

If there is no will on file, the following also needs to be submitted before the application can be processed:

- ☐ A completed Estate Questionnaire for Right to Receive ANCSA Stock form.
- ☐ Any legal documents needed to prove lineal descent of heirs to deceased voting Shareholder as defined by ANCSA.

DECEASED SHAREHOLDER'S INFORMATION

Name _____ Full Legal Name			
Voting Shareholder ID Number	Date of Birth	Date of Death	Age at Death
Address _____			
Street Address/PO Box	City	State	Zip

FUNERAL HOME INFORMATION

Name _____ Name of Funeral Home			
Point of _____ Contact Name of Individual to Contact at Funeral Home			
Address _____			
Street Address/PO Box	City	State	Zip
Email Address	Phone Number		

APPLICANT INFORMATION

Name _____ Full Legal Name			
Relationship to Deceased	Applicant's Social Security Number		
Address _____			
Street Address/PO Box	City	State	Zip
Email Address	Phone Number		

AUTHORIZATION

By signing this application, I am authorizing Koniag to contact the funeral home to receive a copy of the funeral receipt and/or death certificate and I authorize Koniag to provide a copy of this form to the funeral home if necessary. I certify that everything contained in this application is true, accurate, complete and current, and no material has been omitted.

Applicant's Signature _____	_____
	Date