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**THE HUNDRED CLUB OF MASS., INC.**  
17 GLOUCESTER STREET • BOSTON, MA 02115  
TEL. 617-536-4410 • FAX. 617-536-9876 • www.100clubmass.org

The following information is needed for each line-of-duty/non-line-of-duty death:

A signed letter (on official letterhead) from the head of the department or branch of service that must include the following information:

- Full name of the deceased;
- How long has the deceased been active with the department?;
- Date of birth;
- Date of death;
- Brief overview of manner of death;
- Name of deceased's spouse (if applicable) – please also include a current address/phone number(s), including cell phone number;
- Names and dates of birth of any children of the deceased (if applicable); and
- Any additional information that may be helpful in our review process.

**Please be sure to include a copy of the death certificate as well as copies of birth certificates for any minor children of the deceased.**

The following information would also be helpful to us in our benefit process:

- Are there any financial hardships (or other) affecting the spouse/family? Please explain.
- Does the spouse currently work? Where? Other income, source?
- Will the spouse receive pension benefits of the deceased? Please describe.
- In line-of-duty, has the appropriate paperwork been filed for state/federal benefits?

The above information must be submitted to the Hundred Club. Once processed, the Hundred Club will contact you.

If you have any questions, please do not hesitate to contact us at the above telephone number.

Updated: June 2013