

Instructions for Completing the Group Plans Beneficiary Designation Form

Use of form

Use of this form is to designate beneficiary(ies) for the Group Plans.

General directions

- This form must be typed or completed in ink.
- The information and signatures must be clear and legible with no crossouts, overwriting or liquid paper.
- Complete all applicable information.
- Date and sign your name. Have the form signed and dated by a witness.
- Make a copy of the completed form for your records.
- Return the completed form to your employer.

Instructions for completing each section

Section 1 — To be completed by employer: Complete the general information as indicated.

Section 2 — Beneficiary designation: In addition to listing your beneficiary's name, be sure to include the relationship, date of birth and Social Security number.

- To designate one person, insert the name and relationship in the spaces provided. If your beneficiary is not related to you, show relationship as "Friend."
- If you wish to name your estate, insert "Estate" in the blank space.
- It is inadvisable to name a beneficiary who is a permanent resident of a foreign country. If such a person is named, furnish full address.
- If you need additional space for designating beneficiaries, write "see attached" in space for beneficiary designation and attach a separate page titled, "Attachment to Beneficiary Form."

In order for a minor child(ren) to receive a death benefit, a guardian must be legally appointed to administer the property. If you designate more than one beneficiary, the benefit will be paid to your primary beneficiary(ies) living at the time of your death, in equal shares unless otherwise indicated. If no primary beneficiary survives you, the benefit will be paid to the secondary beneficiary(ies) living at the time of your death and in equal shares unless otherwise indicated. If no primary or secondary beneficiary survives you, payment will be made according to the group contract. All prior beneficiary designations, if any, are revoked.