

PLEASE READ THE INFORMATION BELOW PRIOR TO COMPLETION OF THIS FORM.

NOTE: This form (1) does not designate your beneficiary for life insurance benefits, if eligible and (2) must be on file in the Retirement Office at the death of the member.

1. Types of Beneficiaries:
 - A. **Primary**--Person to receive the death benefits upon the death of the member.
 - B. **Contingent**--Person to receive the death benefits upon the death of the member if the primary beneficiary is deceased. A contingent beneficiary must be designated.
2. If you name multiple primary beneficiaries, the proceeds will be split equally, unless otherwise instructed on the form.
3. Use given names such as "Mary L. Doe," not "Mrs. John Doe."
4. Upon death, if a **minor** (child less than 18 years of age) is named as beneficiary, a guardian must be appointed by the court before benefits can be paid.
5. Upon death, if an **estate** is named as beneficiary, an administrator or an executor must be appointed by the court before benefits can be paid.
6. If you name a **trust** as beneficiary, be sure to list the name of the trustee and the date that the trust agreement was completed. A copy of the trust agreement must be submitted with the death claim.
7. In order to be valid, the form must be filled out completely and your signature must be notarized.
8. After you have completed the form, be sure to review your designations to determine that they meet your wishes for future payments.
9. For your protection, forms that have been altered cannot be accepted. Should you make an error when completing this form, either complete a new form or initial the information that has been changed.
10. A copy of this form will be returned to you for your records after it has been received by RRS. If you do not receive a copy within 90 days, please contact RRS.

