

◆ ACTIVE or VESTED MEMBER BENEFICIARY NOMINATION ◆

INSTRUCTIONS

GENERAL

(All entries should be typed or legibly printed in black ink.)

This form is to be used by active, vested or retiring members to nominate the person(s), member's estate, or trust(s) to receive any death benefits payable from the State Employees' Retirement System. This form is intended to meet the needs of most members. If this form does not meet your needs, you may prepare your own nomination for SERS review.

NOTE: This form is a legal document. Because it is important that we pay your death benefit according to your wishes, it is very important that your intent is clear and your form is accurate. For your protection SERS may reject or not honor forms which have alterations to the beneficiary(ies) name, any of the signatures or the date on this form. If you make a mistake we strongly recommend that you complete a new form.

A copy of your form will be returned to you after the State Employees' Retirement System has reviewed it.
A new beneficiary nomination should be made if you wish to change beneficiaries or update an address of a beneficiary.

- Your Social Security number must be entered in the block in the upper right corner.
- Be sure to list all information for each beneficiary named, including the complete address. The names of beneficiaries must be listed with the first or given name. For example: Jane Smith, NOT Mrs. John Smith.
- Should you name your Estate or a Trust as either the principal or contingent beneficiary, write either "Estate" or "Trust" in the "Name" column, enter the date of the Estate or Trust in the "Birth Date" column and put the name of the executor, or the trustee and his or her address in the "Address" column.

Only complete this form if you are an active or vested member, or if you are retiring and electing one of the following options: Maximum Single Life Annuity, Option 1 or a Special Option with Maximum Single Life Annuity or Option 1 death benefit features.

PART A PRINCIPAL BENEFICIARY

Check one of the principal beneficiary selection type boxes as shown below and complete the information in the spaces provided.

- Pay to one person, estate or trust. If you name one person, your "Estate" or a "Trust" to receive the entire amount, check this block.
- Pay to more than one person, estate or trust in equal shares with rights to survivors. If you name more than one person, all to share equally, with rights to survivors, check this block. This means if one of the named beneficiaries predecease you, the remaining beneficiary(ies) will share the decedent's portion equally.
- Pay to more than one person absolutely. To name more than one person, to share absolutely, check this box and use the Percent column to designate each share. If any of the named beneficiaries predecease you, the amount he or she would have received will go to his or her estate. (Under this selection it would not be relevant to complete Part B of this form.)
- Distribute in designated percentages as shown. If you name two or more persons to share in designated percentages, check this box, and list each beneficiary with the specified percentage in the "Percent" column to the left. If any designated beneficiary predeceases you, his or her share will be divided among those remaining according to the ratio of the percentages you indicated.

PART B CONTINGENT BENEFICIARY

Completion of this section is optional and may be used under any Principal Beneficiary selection except "Pay to more than one person absolutely". You may nominate one or more persons as contingent beneficiaries to receive any death benefits payable at your death, in the event that ALL Principal Beneficiaries predecease you.

PART C GUARDIAN

This part can be used to name a guardian for any beneficiary. A guardian is required when a beneficiary is a minor under 18 years of age. The guardianship will automatically become void if the beneficiary reaches age 18 before receiving any benefit.

PART D CERTIFICATION Please complete all items in this section.

- The member must sign and date the form in front of two witnesses
- Two persons should sign his or her name as a witness and provide his or her complete address. A beneficiary should not be a witness.



COMMONWEALTH OF PENNSYLVANIA
STATE EMPLOYEES' RETIREMENT SYSTEM

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Region

◆ **ACTIVE/VESTED MEMBER BENEFICIARY NOMINATION** ◆

	FIRST	MIDDLE	LAST		MEMBER'S SSN:
NAME: ▶					
STREET ADDRESS: ▶					- -
City, State, Zip: ▶					

PART A - PRINCIPAL BENEFICIARY(IES) In the event of my death any remaining balance of my account shall be paid as designated below.

- Pay to one person, estate or trust
 Pay to more than one person absolutely
 Pay to more than one person, estate or trust in equal shares with rights to survivors
 Distribute in designated percentages as shown

Percent	Full Name	Birth Date	Address (street address, city, state, zip code)

Total must equal 100 %

PART B CONTINGENT BENEFICIARY(IES) In the event of the death of all my principal beneficiaries, any remaining balance of my account shall be paid as designated below.

Percent	Full Name	Birth Date	Address (street address, city, state, zip code)

Total must equal 100 %

PART C – GUARDIAN(S) REQUIRED FOR ANY BENEFICIARY OR DESIGNATED SURVIVOR UNDER 18 YEARS OF AGE

Guardian's Full Name	Address (street, city, state, zip code)	Name of Beneficiary

PART D - CERTIFICATION TWO INDIVIDUALS MUST WITNESS YOUR SIGNATURE (a beneficiary should not be a witness)

Member Signature	Date	Telephone Number(s) ()
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Witness Signature	Witness Signature	
Address (street, city, state, zip code)	Address (street, city, state, zip code)	

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