

## **EMPLOYEES' RETIREMENT SYSTEM DESIGNATION OF BENEFICIARY (FORM 1-A)**

### **QUESTIONS AND ANSWERS**

1. "I want to name a contingent or secondary beneficiary, how do I list it on the form?"  
*You are not allowed to name a contingent beneficiary. At the time of your death, if your designated beneficiary is deceased, your estate shall receive any and all death benefits.*
2. "Your website states to print form on goldenrod or yellow paper. Will you still accept the form on regular white or other colored paper?"  
*Yes.*
3. "I completed an old beneficiary form (prior to Rev. 03/09), will you still accept it?"  
*Yes, as long as the form meets the requirements as stated in the current instructions we will accept the form. Remember that we do not accept contingent (or secondary) beneficiaries and if naming a trust or estate no other beneficiaries are allowed.*
4. "Is it possible to FAX my completed Form 1-A to the ERS?"  
*Yes, you may FAX the form to our office at 587-5766. We must receive the original form within 10 calendar days of your FAX or the form will be null and void.*
5. "Where can I get information on my current beneficiary designation?"  
*We suggest that if you are unsure of whom you currently have designated as your beneficiary that you submit a new Form 1-A which will replace any designation you currently have.*
6. "Once you have received the form will you be sending me a copy?"  
*No. You should make a copy of the completed form for your records before submitting it to ERS.*
7. "Can I name my spouse and my trust or estate as co-beneficiaries?"  
*No. If naming your trust or estate as beneficiary you cannot name additional beneficiaries. As naming a trust or estate may limit the death benefit payment options, please see Form 1-A instructions for further information.*
8. "I want to list percentages for my multiple beneficiaries, can I do this?"  
*Yes. You must designate the percentage of each beneficiary next to their name and the total percentages must add up to 100%.*
9. "If I do not provide all of the information (SSN, DOB, ADDR & Phone) about my beneficiary because I do not know it or am concerned about giving that information out, will you still accept the form?"  
*Yes. At a minimum we require your beneficiary's full name and their relationship to you. We may contact you to attain any missing information. In the event of your death we will make every effort to contact your beneficiary based on the information on the Form.*
10. "As I am also concerned about giving out my personal information, what is the minimum amount of information I must provide in the top section about myself?"  
*You must provide your full name, social security number, date of birth, and mailing address.*
11. "My spouse doesn't need the benefit if I die, so I'm naming my child as beneficiary. Are there any drawbacks to doing this?"  
*In the event of your death, depending on the benefit option your child chooses, your spouse may not be eligible for health coverage as a spouse of a deceased member. Please check with the EUTF or VEBA.*
12. "My beneficiary is not my spouse. If I get divorced will I need to complete a new Form 1A?"  
*No. As you will not be getting a divorce from your current beneficiary the form will still be valid.*
13. "My beneficiary and I recently got married, do I need to submit a new Form 1-A?"  
*Yes. Your current designation will be null and void if you get married. Even though the form is null and void, in the event of your death, we still may be able to pay death benefits to your spouse based on our current statutes.*