

Beneficiary Form

Prince George's County Government



Angela D. Alsobrooks
County Executive

By completing this form, you are designating the beneficiary for your: **(1) Basic, Supplemental, Extra and Accidental Death & Dismemberment life insurance; (2) any salary earned up to your date of death; (3) the balance of any annual and sick leave to which you are entitled to be paid; and (4) the balance of any contributions you made to the County Pension Plans that are payable in accordance with the provisions outlined in the Pension plan documents.**

Please contact the Office of Human Resources Management (OHRM) Pensions and Investments Division at (301) 883-6390 for more information about the payment provisions outlined in the County Pension plan documents.

Changing Your Beneficiary

Your beneficiary will only be paid for those benefits to which you are entitled on your date of death. You may change your beneficiary at any time by completing a Beneficiary Form and submitting it to: **Office of Human Resources Management, Benefits Administration Division, 1400 McCormick Drive, Suite 245, Largo, Maryland 20774.** Any changes will not be considered to have been made unless the Form has been received by the Benefits Administration Division prior to your date of death.

Name:

Home Address:

Social Security Number:

Home Phone:

Work Phone:

Previous Name (if your name was recently changed):

Instructions

Decide on your primary beneficiary. If you name one primary beneficiary, write 100% in the "Share" column. If you name more than one primary beneficiary, write the percentage you want each beneficiary to receive in the "Share" column. If you select a contingent beneficiary, **this person(s), will only receive a payment if the primary beneficiary is deceased at the time of your death.** If no named beneficiary is living at the time of your death, the amount that would have been payable to such beneficiary shall become part of and be paid to your estate. The total of shares for each category of beneficiary cannot exceed 100%. **Please print all information, sign, and date this form. See additional instructions on reverse side.**

Primary Beneficiary or Beneficiaries

Name (First MI Last)	Address (Including ZIP code)	Relationship	Date of Birth	Share (%)

Contingent Beneficiary or Beneficiaries

Name (First MI Last)	Address (Including ZIP code)	Relationship	Date of Birth	Share (%)

Signature:

Date:

Primary and Contingent Beneficiaries

There are four spaces to designate primary beneficiaries and four spaces to designate contingent beneficiaries. It is not necessary to complete all the spaces provided. If you desire to name one primary beneficiary and one contingent beneficiary, you may do so by completing one line under **Primary Beneficiary** and one line under **Contingent Beneficiary**. Please note that contingent beneficiaries are only eligible for benefits if all primary beneficiaries are deceased.

Beneficiaries do not need to be related to the member. However, the **legal name of the beneficiary** is required (e.g., use “Mary Jones” instead of “Mrs. John Jones”). It is also necessary to indicate the **relationship** (e.g., specify spouse, mother, brother, etc.) and the **date of birth** of the beneficiaries.

Designating Children as Beneficiaries

Children, who are considered minors, may be designated as beneficiaries; however, you cannot designate a guardian for the minor children. The designation of a guardian may be done through your will. At the time of your death, if minor children have been named on this beneficiary form, the Court will appoint a guardian. A copy of the court order must be forwarded to the Benefits Administration Division before payment can be made.

The designation of **unborn children** or **children born of this marriage** is not permitted. You must complete a new beneficiary form to add another child to your beneficiaries. The legal name of each child must be given.

Designating Your Estate as Beneficiary

If you do not want to name a person as your beneficiary, you may name **my estate**. You cannot designate an executor or administrator as a beneficiary. At the time of your death, if the estate has been designated to the executor or administrator, he or she must forward a copy of the court order of his/her appointment to the Benefits Administration Division. You may indicate in the space provided for the address, the person or place to contact concerning the administration of the estate.

Designating an Irrevocable Trust as Beneficiary

If you are electing to designate an irrevocable trust, please contact the Benefits Administration Division for further instructions.

Designating a Charitable Organization as Beneficiary

You may designate a charitable organization or church, but the complete corporate or legal name must be indicated.

Designating Shares to Beneficiaries

The total shares for each category must add up to 100% (e.g., with three primary beneficiaries, indicate 34%, 33% and 33%, which totals 100%). Only whole percentages are permitted (i.e., 33½% is not permitted; please use 33% or 34%).

Questions

If you have questions about this form, please contact:

Office of Human Resources Management, Benefits Administration Division
301-883-6380 (option 9); or 1-800-634-5231 (option 2 for Benefits; then option 9)



Office of Human Resources Management
1400 McCormick Drive
Largo, MD 20774
301-883-6330