



BENEFICIARY DESIGNATION FORM

MEMBER AND PLAN INFORMATION:

Employee Name:
(Last, First, Middle Initial)

Employee/Univ. ID #:

Please select which plan(s) you wish to make changes to:

Accidental Death & Dismemberment

Group Life

Supplemental Life

PRIMARY BENEFICIARY(IES):

Action Requested	Full Name of Beneficiary (e.g., a person, a charity, a trust, or your estate)	Relationship (if person)	% Coverage* / flat amount
Add Remove			
Add Remove			
Add Remove			
Add Remove			

*Percentages must add up to 100. If you would prefer the proceeds be split equally between beneficiaries, leave the % Coverage field blank or enter a 0.

CONTINGENT BENEFICIARY(IES):

Action Requested	Full Name of Beneficiary (e.g., a person, a charity, a trust, or your estate)	Relationship (if person)	% Coverage* / flat amount
Add Remove			
Add Remove			
Add Remove			
Add Remove			

*Percentages must add up to 100. If you would prefer the proceeds be split equally between beneficiaries, leave the % Coverage field blank or enter a 0.

AGREEMENT:

By signing below, I hereby authorize the changes to my beneficiary designations as indicated on this form. I understand that these changes will take effect immediately upon processing and will supersede any previous beneficiary designations. I affirm that the information provided is accurate and reflects my current wishes.

Members Signature: _____ Date: _____

When to use this form:

You can add or update beneficiaries for Accidental Death and Dismemberment, Group Life, or Supplemental Life insurance plans **once a month in Employee Self-Service** by navigating to *Benefits & Wellness > Benefits > Manage Beneficiaries*.

If any of the following apply, you will need to complete this form:

- Designating a trust or estate as a beneficiary.
- Electing a specific dollar amount for a beneficiary instead of a percentage.
- Making multiple changes to your beneficiaries in a single month.
- Making changes during the annual benefits open enrollment period.
- You are a retiree with a paid-up life insurance policy.

Naming your beneficiaries:

You can have as many primary and contingent beneficiaries as you want. You can divide the benefit among multiple beneficiaries by specifying a percentage for each. If you name multiple beneficiaries but don't specify percentages of coverage, the benefit will be split equally among the surviving beneficiaries. If no primary beneficiary is living at the time of your death, the proceeds are payable to the contingent beneficiaries.

- A **primary beneficiary** is the person or people who are first in line to receive the death benefit - typically a spouse/partner, children, or other family member(s).
- A **contingent beneficiary** will receive the life insurance proceeds only if you and all listed primary beneficiaries are deceased.

Who can be listed as a beneficiary:

Your beneficiary can be a person, a charity, a trust, or your estate.

Listing a minor as a beneficiary: the Uniform Transfers to Minors Act allows you to transfer financial assets to someone under 18 without establishing a trust. You must complete this beneficiary designation form including the [Acceptance by Nominated Custodian](#) form from Principal Financial.

When to update:

Whenever you experience a major life event, such as marriage, divorce, the birth of a child, or the death of a beneficiary, it is essential to update your life insurance beneficiaries.

The most efficient way to update your beneficiaries is to make these changes by logging in to Employee Self-Service. Changes can be made once a month. Regularly reviewing and updating your beneficiary information ensures current wishes and relationships are reflected, thereby guaranteeing that your insurance benefits are distributed according to your intentions.