



P.O. Box 14334  
Lexington KY 40512

## Beneficiary Designation Form

**PLEASE TYPE or PRINT CLEARLY.** (The entire form, properly completed, signed and dated by the Insured, must be submitted or the changes cannot be processed.)

EMPLOYER/PLANHOLDER NAME:		GROUP NUMBER
EMPLOYEE NAME (LAST, FIRST, M.)	CERT.#	SOCIAL SECURITY #

EMPLOYEE HOME ADDRESS (STREET, CITY, STATE, ZIP)

Please indicate the coverage to which the beneficiary(ies) apply:  Basic Life  Voluntary Life  Group Permanent Life  AD&D  Accident

**I AUTHORIZE Guardian or my employer to record and consider the individuals/instructions that I have named on this form as beneficiaries for benefits under the applicable employee benefits plan.**  
**(PLEASE COMPLETE THE APPROPRIATE SECTIONS ONLY.)**

**BENEFICIARY INFORMATION:** (Complete to designate a beneficiary or change the beneficiary designation); Include full proper name, relationship and social security number of proposed beneficiary(s) - i.e. Mary A. Doe, and relationship - i.e. husband, wife, friend, son, daughter.

Primary: 1) Name	Relationship	%	Social Security #	Date of Birth
Address	Phone#	Email		
2) Name	Relationship	%	Social Security #	Date of Birth
Address	Phone#	Email		
Contingent: 1) Name	Relationship	%	Social Security #	Date of Birth
Address	Phone#	Email		
2) Name	Relationship	%	Social Security #	Date of Birth
Address	Phone#	Email		

If more than one primary and/or contingent Beneficiary is designated and no percentage has been designated, settlement will be made in equal shares to such of the designated beneficiaries as survive the Insured, unless otherwise provided herein. If no designated beneficiary survives the Insured, settlement will be made to the estate of the Insured, unless otherwise provided in the Group Plan.

SIGNATURE OF INSURED	SIGNATURE OF WITNESS (SOMEONE OTHER THAN BENEFICIARY)	DATE
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**Community Property State Consent for Residents of Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, or Wisconsin.** If you are married and live in a community property state your spouse may have a legal claim for a portion of the life insurance benefit under state law. If you name someone other than your spouse as beneficiary, you may have your spouse sign below to waive his or her rights to any community property interest in the benefit.

As the insured Employee's spouse, I am aware that my spouse, the Employee named above, has designated someone other than me to be the beneficiary of group life insurance under the above policy. I hereby consent to such designation and waive any rights I may have to the proceeds of such life insurance under applicable community property laws. I understand that this consent and waiver supersedes any prior spousal consent or waiver under this plan.

**Signature of Employee's Spouse** \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY GUARDIAN/or THE PLANHOLDER ONLY.**

**This is to certify that the following beneficiary information have been recorded in connection with the insurance for the above named insured.**

**Recorded by:**

**Date:**

GG-17-A

(11/18)

**PLEASE RETURN THE FORM TO THE PLANHOLDER FOR RECORDING**

### **Frequently Asked Questions FAQ**

- 1. Primary Beneficiary:** Is the first choice to receive your insurance benefit. If you name more than one primary beneficiary and a beneficiary predeceases the insured, that portion of the benefit will be equally distributed among the surviving beneficiaries.
  - 2. Contingent Beneficiary:** Is the second choice to receive your insurance benefit if (all) the primary beneficiary(s) is (are) not living at the time of the employee's death. If you name more than one contingent beneficiary and a beneficiary predeceases the insured, that portion of the benefit will be equally distributed among the surviving beneficiaries.
  - 3. If more than one primary and/or contingent beneficiary is designated and no percentage has been designated, settlement will be made in equal shares to such of the designated beneficiaries as survive the insured, unless otherwise provided herein. Primary beneficiary percentages must total 100% and contingent beneficiary percentages must total 100%.**
  - 4. If you wish to have your insurance benefit disbursed in accordance with your will, you should designate your estate as beneficiary. If you wish to name an estate as the beneficiary, you will need the following paper work: Letters of appointment naming the executor/administrator/personal representative and the estate tax ID number.**
  - 5. If you wish to name a trust as the beneficiary, you will need the following paper work: The name of the Trust, Date the trust was established (must be prior to the date this form is submitted), Name and Address of one of the trustee(s) (If Possible)**
  - 6. If you wish to name an organization or charity as the beneficiary, you will need the following information: Name, and Contact information (phone number, address, etc.).**
  - 7. Minor Beneficiary(s)- When you designate minors as beneficiaries, it is important to understand that insurance benefits will not be released to a minor child. They may, however, be paid to a court appointed guardian of the child's estate. Regulations governing minor beneficiaries vary by state.**
  - 8. If you wish to designate your domestic partner as your beneficiary, you must complete a beneficiary form. A domestic partner is not considered a legal spouse in most states and must be specifically named as a beneficiary.**
- ❖ **This information is not intended to be relied on as legal advice. You may wish to get the assistance of an attorney to help ensure your beneficiary designation correctly reflects your intentions.**