

## BENEFICIARY DESIGNATION FORM

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned to PERA via fax or by email to [noreply.records@state.nm.us](mailto:noreply.records@state.nm.us) for processing. Required fields are in **BOLD ITALICS**. Members are encouraged to review the instructions and guidance provided with these forms.

CHECK ONE:  New Form     Change in Existing Information

MEMBER INFORMATION				
<b>SOCIAL SECURITY NUMBER or PERA ID NUMBER</b>			<b>DATE OF BIRTH</b> (mm/dd/ccyy)	
<b>FIRST NAME</b>		<b>MI</b>	<b>LAST NAME</b>	
<b>MAILING ADDRESS</b>		<b>HOME or CELL TELEPHONE NO.</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>EMAIL</b>	
<b>MARITAL STATUS</b> <input type="checkbox"/> NEVER BEEN MARRIED <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED Marriage or divorce after the date this form is completed may revoke your beneficiary designation(s).				
SPOUSAL CONSENT				
<input type="checkbox"/> Check here if you are married and designating someone other than your spouse. If this box is checked, you must submit a separate completed <i>Beneficiary Spousal Consent Form</i> for this designation to be effective.				
SURVIVOR BENEFICIARY INFORMATION – You May Only Choose One Person. You may NOT split between more than one person.				
I designate the following person to be my survivor beneficiary to receive a monthly pension payable for life in the event of my death prior to retirement. If I have less than the minimum number of years to meet retirement eligibility when I die, this monthly pension will be payable only if my death is duty related as provided by law.				
<b>NAME</b>	<b>RELATIONSHIP</b>	<b>SSN/FED TAX ID</b>	<b>DATE OF BIRTH</b>	<b>ADDRESS/PHONE NUMBER</b> <input type="checkbox"/> Same as above
REFUND BENEFICIARY INFORMATION – You May Only Choose One Person Or Organization. You may NOT split between more than one person or organization.				
If no survivor pension is payable, I designate the following person <u>or</u> organization to be my refund beneficiary to receive a refund of my accumulated member contributions. If I do not designate a refund beneficiary, I understand the refund amount will be paid to my estate.				
<b>Person</b>				
<b>NAME</b>	<b>RELATIONSHIP</b>	<b>SSN/FED TAX ID</b>	<b>DATE OF BIRTH</b>	<b>ADDRESS/PHONE NUMBER</b> <input type="checkbox"/> Same as above
<b>OR Organization</b>				
<b>ORGANIZATION NAME</b>		<b>ADDRESS/PHONE NUMBER</b>		<b>TAX ID #</b>
MEMBER AUTHORIZATION				
I hereby declare that all the information provided is true and complete to the best of my knowledge.				
<b>SIGNATURE OF MEMBER</b>			<b>DATE OF SIGNATURE</b> (mm/dd/ccyy)	

## PERA Beneficiary Designation Form Instructions & Guidance

It is important for all of our valued members to understand and know how beneficiary designation works, and what benefits each provides. These instructions and guidance should be clearly shared with your beneficiary designation so they are informed of what processes are needed to be completed in the event of a death. We encourage all members to update beneficiary designations as life events change to ensure your beneficiary designation is current and accurate. These beneficiaries are only valid until the time of retirement where beneficiaries are named again on the Application for Pension Form. Other life changes such as marriage and divorce can also automatically revoke designations in accordance with NMSA 1978 Section 10-11-124 D.

The instructions and guidance below will provide you with a better understanding of each section on the Beneficiary Designation Form.

Check the appropriate box at the top if the form is a new designation or a change in existing information. If you are a retiree, you may not change your beneficiary with this form. Please contact PERA's Member Services Division at 505- 476-9300 for further guidance.

### Member Information Section

#### Instructions

- The member or employer completes this section. All fields must be complete.
- If you are married, you may not designate a beneficiary other than your spouse without attaching a notarized *Beneficiary Spousal Consent Form*.
- If you are requesting a beneficiary designation change due to a marital status change you will be required to provide the following documentation before your designation can be changed.
  - If your marital status is changing to Married:
    - A copy of your marriage certificate certifying that you have been legally married.
    - If you or your spouse changed your name after the marriage please provide legal name change documents, a copy of a NM Driver's License or passport showing the new legal name and a Social Security card showing the name change.
    - Name changes must also be requested by the member or the beneficiary. If you are the member and your spouse changed their name they will have to request the change in writing or on a *Change in PERA Records Form* with their signature.
  - If your marital status is changing to or from Divorced:
    - A court-endorsed copy of your Final Divorce Decree and Marital Settlement agreement (if applicable). If you were divorced prior to becoming a member only the first page of the court-endorsed Final Decree is required.

- The divorce documentation can reflect a name change however, the following is also required: a copy of a NM Driver's License or U.S. Passport showing the new legal name and a Social Security card showing the name change.
- If your marital status is changing to Widowed:
  - A copy of your spouse's death certificate.

## Survivor Beneficiary Information Section

### Guidance

When a member names a Survivor Beneficiary they are naming a person who will be paid out in the event of death after a member is vested. The person that is named the survivor beneficiary has only one year from the member's date of death to provide PERA with the death notification, and/or other required documents. Such documents would include, but are not limited to a Death Certificate, proof of identity, Social Security card, all court-endorsed Final Divorce Decrees and Marital Settlement Agreements, Estate Documents and Last will and Testament. If the member names a different person as the refund beneficiary and the survivor beneficiary designation does not complete the application for annuity process they would not be entitled to any benefits or funds that may remain in the account.

### Instructions

- Enter the name of the **one** person to be designated as the survivor beneficiary. You may **NOT** designate more than one person or split beneficiaries. PERA must have the name and birth date of the designated beneficiary. PERA strongly encourages including the relationship of the designated beneficiary. It is required to include a Social Security Number or Federal Tax ID and birthdate of the designated beneficiary.
- You must provide a valid Social Security Number and a valid Date of Birth for your beneficiary designation or we cannot enter it into our system.
- If you choose a beneficiary who is not a U.S. Citizen we will keep your designation on file, however no funds can be paid out in the event of death without a Federal Tax ID. This must be supplied at the time your beneficiary claims benefits.

## Refund Beneficiary Information Section

### Guidance

When a member names a Refund Beneficiary they are naming a person or organization who will be paid out in the event of death before a member is vested (different time periods for Tier 1 members and Tier 2 members) under PERA's requirements. It is important to note that this designation is entitled to funds when survivor benefits are not claimed within one year of a member's date of death. If the deadline is missed, and even though a Survivor Beneficiary is named, the designated beneficiary is not entitled to any funds remaining in the member's account. We urge all members to designate a Refund Beneficiary. If there is not a refund beneficiary designation the funds can only be paid to an estate.

### Instructions

- Enter the name of the **one** person to be designated as the refund beneficiary. You may **NOT** designate more than one person or split beneficiaries. PERA must have the name and birth date of the designated beneficiary. PERA strongly encourages including the

relationship of the designated beneficiary. It is required to include a Social Security Number or Federal Tax ID and Date of Birth for the designated beneficiary.

- You must provide a Social Security Number and a valid Date of Birth for your beneficiary designation or we cannot enter it into our system.
- If you choose a beneficiary who is not a U.S. Citizen we will keep your designation on file, however no funds can be paid out in the event of death without a Federal Tax ID. This must be supplied at the time your beneficiary claims benefits.
- **Or** if an organization is designated as a Refund Beneficiary, complete the name, address and organization tax ID number.

## Spousal Consent Section

### Instructions

- If the member is married and naming someone other than his or her spouse the member must complete the *Beneficiary Spousal Consent Form*. The spouse's signature must be notarized and both forms must be submitted to PERA at the same time in order for the *Beneficiary Designation Form* to be valid.

## Member Authorization Section

### Instructions

- The member must sign and date the form.

PERA will accept faxed and scanned copies of this form as long as the member does not need the *Beneficiary Spousal Consent Form*. If a married member chooses someone other than his or her legal spouse, PERA must receive the original of the *Beneficiary Designation Form* and the *Beneficiary Spousal Consent Form*.