Department of Technology, Management & Budget
Office of Retirement Services
www.michigan.gov/ors (800) 381-5111
P.O. Box 30171
Lansing MI 48909-7671

Beneficiary Nomination

For Public School Employees

MEMBER'S NAME (LAST, FIRST, M.I.)	DATE OF BIRTH	MEMBER ID OR SSN
MAILING ADDRESS	CURRENT EMPLOYER	HOME PHONE NUMBER ( )
CITY, STATE, ZIP CODE	MARITAL STATUS: ☐ SINGLE ☐ MARRIED ☐ DIVORCED	

While you are *actively employed* in a Michigan public school, if a survivor pension benefit is payable upon your death, a default provision of the retirement act automatically provides a lifetime monthly survivor benefit to your spouse, or if not married, to your unmarried children until they reach age 18. If you previously named a pension beneficiary and wish to select this default provision, mark the box in Section I below. Or you can name ***one*** other eligible beneficiary (adult child, parent, brother, or sister) to receive a survivor pension as long as he or she remains dependent on you.

Once vested, if you leave public school employment before retiring, ***before your employment termination date*** you must have a valid beneficiary nomination form on file with ORS naming an eligible survivor pension beneficiary (the default provision does not apply while you are in deferred status). If no form is on file, no monthly survivor pension is payable. If no beneficiary is named, survivors receive a refund of any personal contributions on deposit.

Section I: Beneficiaries: Complete BOTH the survivor and refund beneficiary designations. (See instructions.)

SURVIVOR PENSION BENEFICIARY—Choose the default provision by checking Box A below; **OR** nominate **one** survivor pension beneficiary using Box B. **To name someone other than your spouse, he/she must be *eligible* (see the back), and your spouse must waive pension benefits by signing below.** Monthly pension and insurance benefits are paid to your pension beneficiary as long as he or she remains dependent. Your spouse is considered dependent for life.

A. ☐ *I wish to have the default provision of the retirement act determine who will receive my survivor pension benefits. (Note: do **not** select the default provision if you are terminating employment; complete Box B instead.)*		
B. ☐ *I wish to name the following pension beneficiary.* (LAST NAME, FIRST NAME, M.I.)		BENEFICIARY'S SSN
RELATIONSHIP (ELIGIBLE BENEFICIARIES ARE SPOUSE OR YOUR DEPENDENT CHILD, PARENT, BROTHER OR SISTER)		BIRTHDATE (MM/DD/YYYY)
SPOUSE'S NAME (WRITE "NONE" IF NOT MARRIED)	SPOUSE'S SIGNATURE (REQUIRED TO WAIVE BENEFITS)	DATE

REFUND BENEFICIARY—If no survivor pension is payable, a refund of your personal contributions and interest will be paid exclusively to those named below. Anyone can be your refund beneficiary, including the person (if any) named above. Attach a separate sheet to name more than two refund beneficiaries. To name a trust, estate, or organization, see the back.

REFUND BENEFICIARY NAME (LAST, FIRST, M.I.)	TAX IDENTIFICATION NUMBER (SSN OR FEIN)
MAILING ADDRESS	CITY, STATE, ZIP CODE
REFUND BENEFICIARY NAME (LAST, FIRST, M.I.)	TAX IDENTIFICATION NUMBER (SSN OR FEIN)
MAILING ADDRESS	CITY, STATE, ZIP CODE

Section II: Signature

I understand the most current beneficiary nomination on record with ORS at the time of my death establishes the recipient of my survivor pension benefit or refund payment. I intend for this beneficiary nomination to supersede all previous filings with ORS. I further declare to the best of my knowledge that all statements and answers are complete and true.

MEMBER'S SIGNATURE	DATE

Mail to: Office of Retirement Services (ORS), PO Box 30171, Lansing MI 48909-7671

R0315C (Rev. 4/2010)
Authority: 1980 P.A. 300, as amended

When Should You Nominate or Change Your Beneficiaries?

I am NOT VESTED. What should I do?

Survivors of active employees who are not vested (usually with less than 10 years of Michigan public school employment) are not eligible for a monthly survivor pension benefit except in the case of a duty death (see below). If you die before you become vested and have Member Investment Plan (MIP) or other personal contributions on deposit, or you purchased service credit, these amounts are refundable to the refund beneficiary you name in Section I on this form. You can name anyone as a refund beneficiary and your spouse is not required to sign off his/her rights.

- Until you are vested, your survivor pension beneficiary would receive a benefit only in case of a duty death.
- You can change your beneficiaries at any time; just complete another beneficiary nomination form and send it to ORS. The new nominations will replace the old.

NOTE: If you do not file a beneficiary nomination form with ORS, your personal contributions and accumulated interest may be distributed by probate court order.

I AM VESTED. What should I do?

Once you are vested (usually after 10 years of Michigan public school service), your survivors may be eligible for a monthly survivor pension benefit and insurances if you die. If you do not name a pension beneficiary, the plan's default provision automatically provides a survivor pension to your spouse, if you are married. If you have no spouse but have minor children, each will receive a pension benefit until he/she turns 18, marries, or is adopted.

If you previously filed a beneficiary nomination form and wish to return to the automatic default provision, check Box A in Section I on the front of this form.

If you have no spouse or minor children, you must name an eligible dependent as your pension beneficiary on this form or no monthly pension benefit can be paid; instead your personal contributions and accumulated interest will be refunded. See *Who is an eligible pension beneficiary?*

Refund of contributions. If you die before retiring and no one is eligible for a monthly pension benefit, your personal contributions and interest will be refunded to the person(s) you have named in the refund beneficiary section of this form. If no one is named, the refund will go to your estate.

What happens if my death is duty related?

If your death is duty related, whether you're vested or not, monthly pension and insurance benefits will be paid to your named survivor pension beneficiary. If no beneficiary is named or you mark the default box and you are married, the retirement plan automatically provides a survivor pension to your spouse. If you have no spouse but have minor children, each one will receive a pension benefit until he/she turns 18, marries, or is adopted.

If you have no spouse or eligible children, your totally and permanently disabled parent who depends on you for more than 50 percent of his or her support can be named as pension beneficiary in the event of your *duty-related* death.

Leaving employment? Preserve your benefits.

As a vested employee, if you leave before retiring, make sure you've designated a survivor pension beneficiary and filed your form with ORS ***while still actively employed***. If you leave employment before meeting the age and service requirements to retire, you become a deferred member.

If you die while in deferred status, your eligible survivor pension beneficiary will receive monthly pension benefits ***only if you named a pension beneficiary and had the form on file with ORS before terminating employment.*** Any monthly survivor pension benefit payable will begin when *you* would have become eligible to receive a monthly pension, usually the month following your 60th birthday. If no pension beneficiary is named before you leave employment, only a refund of contributions will be paid.

Who is an eligible pension beneficiary?

Eligible monthly survivor pension beneficiaries include your spouse, minor child, or one of the following who is dependent on you for at least 50 percent of his or her personal support: your adult child, your brother or sister, or your parent. Your spouse can receive a lifetime monthly pension benefit; any other beneficiary will receive a monthly pension benefit only as long as he or she remains dependent on the income provided by the pension (minor children are presumed dependent).

Can I change my beneficiary?

Once you file a beneficiary nomination, you can change your beneficiaries any time before retiring by completing this form. If you have a life change event (divorce, marriage, birth of a child, death of a beneficiary), you may want to change your beneficiary designation(s). Make sure you complete both the survivor pension beneficiary AND the refund beneficiary portions since your updated form will replace any previously filed beneficiary nominations.

How do I name a trust, living will, estate, organization, or company to receive benefits?

Retirement law does not allow you to name a legal entity as a *pension beneficiary*—you can only name a specific, eligible person to receive a pension benefit. However, you may name a person *in care of, as the trustee of,* or *as the administrator of* a legal entity. For example, Sally Wilson can name her husband as her pension beneficiary using: "John Wilson, in care of the John and Sally Wilson joint trust." You can also name your child in care of your trust. Do not name yourself as the trustee or administrator of a living trust or living will.

You can name a trust, estate, organization, or company directly as a *refund beneficiary*. To do this, designate by person's name, the organization's trustee or company's executive, or successor, in care of that organization.

File this form with ORS.

Do not file this form with your benefit coordinator. Mail it to ORS. Your beneficiary nominations are not valid until ORS receives this form, properly completed. **Keep a copy for your records.** If you have questions about this form, email ORS at **ORSCustomerService@michigan.gov** or call (800) 381-5111.