

## Change of Beneficiary Form

Complete this form as thoroughly as possible. Please be advised that completion of this form alone does not constitute coverage for benefits. The company does not admit that there is any insurance in force and does not waive any of its rights and/or defenses. Any incomplete form will not be accepted. The company withholds the right to request additional information prior to acceptance of this form.

Upon completion of this form, keep a copy so that your beneficiaries may refer to it should a claim for Group Term Life benefits be necessary. The original of this form should be provided to your employer.

Please return this form to **Human Resources/Benefits Office (Not Madison National Life)**.

### Employee Information

Name of employer: Grand Rapids Community College Group number: #26168

Employee's name: \_\_\_\_\_ Social security number: \_\_\_\_\_

Male  Female  Married  Single Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Job title: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_ Start date of employment: \_\_\_\_\_

### Beneficiary Declaration

**Primary Beneficiaries**

In the event of my death, I request that benefits be paid as follows:

Full Name	Relationship	Percentage of Benefit

*Attach additional pages if necessary*

(Primary beneficiaries must total 100%)

**Secondary Beneficiaries**

In the event that none of my primary beneficiaries are living at the time of benefit payment I request that benefits be paid as follows:

Full Name	Relationship	Percentage of Benefit

(Secondary beneficiaries must total 100%)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Frequently Asked Questions**

### **Should I name a minor child as a beneficiary?**

You may name a minor child as a beneficiary, however please be aware that we cannot make payment of a claim directly to a minor.

### **How would I name a Charitable Organization as a beneficiary?**

A charitable organization that is not your employer may be named as a beneficiary. You will need to indicate the name of the charitable organization, a contact for the organization, their tax identification number, and the percentage of the benefit that would be payable to them.

### **How do I name my Estate as the beneficiary?**

You may name your estate as a beneficiary. To name your estate as the beneficiary indicate "My Estate" as the beneficiary. If you know who will be the executor or administrator of your estate you should also include that person's name. For example: My Estate, John Doe Executor.

### **How do I name a Trust as the beneficiary?**

You may designate a trust as a beneficiary. To name a trust as a beneficiary, indicate Trustee (show Name and address), Trust Agreement Dated (show date). If the trust has a tax identification number that will need to be supplied in place of the social security number. For example: Jack Doe Irrevocable Trust, Jill Doe TTEE UTA 1/1/04.