



PART TIME EMPLOYEE BENEFICIARY DESIGNATION

A NEW DAY.

Employee Name : _____

Employee ID : _____

Last 4 digits of SS# : _____

Basic and Supplemental Group Life Insurance

When designating a trust as a beneficiary , it is necessary to attach a copy of the Trust Document to this form.

PRIMARY BENEFICIARY(IES)				
Name	Relationship	Phone Number	Address	Percentage (must =100%)

CONTINGENT BENEFICIARY(ies): Will only be entitled to receive the death benefit if there are no surviving primary beneficiaries.				
Name	Relationship	Phone Number	Address	Percentage (must =100%)

Please DO NOT sign until you are in the presence of Employee Benefits Personnel

Notarization is required if this form is mailed to the Employee Benefits Office

Employee Signature with a copy of picture ID

Date Signed

Employee Benefits Personnel Signature

Date Received

Notary Signature and Date Stamp