

**City of Chattanooga General Pension Plan
DESIGNATION OF BENEFICIARY**

I. Participant Information (Employee, Retiree)

It is important to clearly complete all information. All information is required unless noted.

Name (Last, First, MI):

Gender (M, F):

Date of Birth: Marital status (single, married, divorced):

Employee number: Social Security Number:

Last hire date: Work location (optional):

Work/Home phone: Work email (optional):

Home address:

II. Beneficiary Information

Review the FAQ's for naming beneficiaries on page 3 of this form. Clearly indicate your primary and contingent beneficiary(ies). Proceeds are paid to contingent beneficiary(ies) only if there is no surviving primary beneficiary(ies). If multiple beneficiaries are named and no percentage distribution is provided, then any proceeds payable to such beneficiaries will be divided equally. If more space is needed to list your beneficiaries, please attach a sheet to this form.

Important! If you are **married and designate someone other than your spouse** as your primary beneficiary, **your spouse MUST** complete Sections IV and V on page 2 of this form. If you are separated from your spouse but not legally divorced, you are still considered married.

PRIMARY BENEFICIARY(IES)

Beneficiary Name and address	Social Security Number	Date of birth	Relationship to you	Percentage

Total percentage MUST equal 100% 100%

CONTINGENT BENEFICIARY(IES)

Beneficiary Name and address	Social Security Number	Date of birth	Relationship to you	Percentage

Total percentage MUST equal 100% 100%

III. Employee/Retiree Signature

I hereby revoke any previous designation of beneficiaries I have made in the City of Chattanooga General Pension Plan.

Signature

Date

Mail the original form to City of Chattanooga Human Resources:

Fax (423) 643-7228 **Email** @HR@chattanooga.gov **Mail** 101 E. 11th Street, Suite 201, Chattanooga, TN 37402

**City of Chattanooga General Pension Plan
DESIGNATION OF BENEFICIARY**

I. Participant Information (Employee, Retiree)

It is important to clearly complete all information. All information is required unless noted.

Name (Last, First, MI):	<input type="text"/>		
Gender (M, F):	<input type="text"/>		
Date of Birth:	<input type="text"/>	Marital status (single, married, divorced):	<input type="text"/>
Employee number:	<input type="text"/>	Social Security Number:	<input type="text"/>
Last hire date:	<input type="text"/>	Work location (optional):	<input type="text"/>
Work/Home phone:	<input type="text"/>	Work email (optional):	<input type="text"/>
Home address:	<input type="text"/>		

Important!

If you are **married and designate someone other than your spouse** as your primary beneficiary, your **spouse MUST sign** this form below and this form **MUST** be witnessed by a Notary Public.

IV. Spousal Consent -- when spouse is not designated as primary beneficiary

As the spouse, I hereby consent to the beneficiary designation(s) indicated on this form and understand that by consenting to these beneficiary designations, I may be waiving survivor benefits in which I may hold a beneficial interest.

Spouse's Signature	<input type="text"/>
Date	<input type="text"/>

V. Notary Public - for Spousal Consent only

IN WITNESS of the spouse's statement and signature in Section IV of this form,
I have signed my name and affixed my official notary seal this _____ day of _____, 20____.

Notary Public:

My commission expires:

Mail the original form to City of Chattanooga Human Resources:
Fax (423) 643-7228 **Email** @HR@chattanooga.gov **Mail** 101 E. 11th Street, Suite 201, Chattanooga, TN 37402

Frequently asked questions

When can I name my beneficiary?

You will be asked to name a beneficiary at your orientation. You can name a beneficiary or modify your beneficiary designations at any time.

Who can I name as my beneficiary?

If you are not legally married, you may designate anyone as a beneficiary under the Plan. If you are married, you are strongly encouraged to name your spouse as your primary beneficiary. Married participants may still designate another person or entity as beneficiary. Your spouse must give his/her written consent to the designation and this consent must be witnessed by a notary public. You may also wish to designate a contingent beneficiary in case your primary beneficiary dies before you do.

Do I have to get the form notarized if my spouse is my beneficiary?

No, the form only needs to be notarized if the beneficiary is someone other than your spouse. It is the spouse's signature that is being notarized that they are waiving survivor benefit rights.

Can I name a minor child as a beneficiary?

Yes, you may name a minor child as a beneficiary. However, payments will be made to a minor only in care of their appointed guardian or conservator. Legal assistance may be required and the distribution will be based upon the legal provisions of the state.

What happens if I am not married and do not designate a beneficiary?

If you die without a spouse or valid designated beneficiary, the pre-retirement death benefit or any retirement death benefits will be payable to your estate. If you are single, providing for beneficiaries is important to prevent your retirement funds from being subject to legal challenges within the courts.

Why do I need a contingent beneficiary?

If you do not designate a contingent beneficiary and are without a surviving primary beneficiary when you die, the pre-retirement death benefit or any retirement benefits will be payable to your estate. Providing a contingent beneficiary is important to prevent your retirement funds from being subject to legal challenges within the courts.

What if I do not remember who I have previously named as my beneficiary?

Each new beneficiary designation form automatically revokes any prior designations. If you cannot remember or are not sure who you named previously, it is best to submit a new designation form.