



State of New Jersey • Department of the Treasury

DIVISION OF PENSIONS & BENEFITS — BENEFICIARY SERVICES

P.O. Box 295, Trenton, NJ 08625-0295

NON-MEMBER DESIGNATION OF BENEFICIARY

You have been designated as a beneficiary to receive a monthly retirement allowance. You must complete this *Non-Member Designation of Beneficiary* form so, in the event of your death, your designated beneficiary(ies) will receive your last check benefit.

PART 1 — YOUR INFORMATION

Name _____

Address _____

Birth Date ___/___/___ Social Security Number _____ Phone Number _____

PART 2 — DECEASED MEMBER INFORMATION

Decedent was a recipient of benefits from the:

- Public Employees' Retirement System (PERS)
- Teachers' Pension and Annuity Fund (TPAF)
- Police and Firemen's Retirement System (PFRS)
- State Police Retirement System (SPRS)
- Judicial Retirement System (JRS)
- Prison Officers' Pension Fund (POPF)
- Consolidated Police and Firemen's Pension Fund (CPFPPF)

Decedent's Name _____ Decedent's Social Security Number _____

Primary Beneficiary(ies) - Note: You cannot name yourself as a beneficiary.

Beneficiary Name	Relationship	Social Security Number	Birth Date
1. _____	_____	_____	___/___/___
Address _____			
2. _____	_____	_____	___/___/___
Address _____			
3. _____	_____	_____	___/___/___
Address _____			

Contingent Beneficiary(ies) - If primary beneficiary is not living at my death, payment is to be made to:

Beneficiary Name	Relationship	Social Security Number	Birth Date
1. _____	_____	_____	___/___/___
Address _____			
2. _____	_____	_____	___/___/___
Address _____			
3. _____	_____	_____	___/___/___
Address _____			

Your Signature _____ Date ___/___/___

FREQUENTLY ASKED QUESTIONS

1. Q. All of my beneficiaries' information will not fit on this application. What do I do?

A. If additional space is required, an attachment sheet is acceptable, provided it is signed and dated by you. In addition to the beneficiary information, please be sure to include your name, date of birth, address, daytime telephone number and full Social Security number.

2. Q. What if my beneficiary doesn't have a Social Security Number?

A. Beneficiaries who do not have a Social Security Number will be contacted by the NJDPB instructing them to complete and return a Federal *Form W-8BEN*. Upon receipt of the completed form, any death benefit will be payable to your beneficiary minus 30 percent federal income tax. No payment will be issued until a properly completed *Form W-8BEN* is received.

DOs & DON'Ts

Do designate both primary and contingent beneficiaries. Unless otherwise stated, all beneficiaries will share and share alike. You may nominate any of the following as your primary or contingent beneficiary:

- A person or persons;
- A trust, institution, charity, or corporation; or
- Your estate. Upon your death, a court-ordered surrogate certificate will be required.

If you choose a distribution of benefits other than the standard share and share alike, e.g., specific percentages, or if you are designating a minor or acting as power of attorney for the retired member, please refer to the *Beneficiary Designation* Fact Sheet before completing this form. You may obtain this fact sheet by visiting our website at: www.nj.gov/treasury/pensions

Do use full, proper names. When naming a married female as beneficiary, be certain the proper name is given, e.g., Mary J. Jones, not Mrs. John R. Jones. You must list each individual using his or her specific name; such phrases as "my children," "my living grandchild," or "my children's issue" will not be accepted.

Do use full Social Security numbers, dates of birth, and mailing addresses for your beneficiaries. Incomplete forms will not be accepted.

Do not send a photocopy or fax this form. Our office requires original *Active Member Designation of Beneficiary* forms.

Do not use white out or cross out names to make changes in designation. This makes the form unacceptable and a new form will be mailed to you for your completion.

Do not use a *Non Member Designation of Beneficiary* form to update a beneficiary's address. Instead, send us a signed letter notifying us of your beneficiary's address change. Your letter will be added to your file so your beneficiary information remains current.