




Membership and enrollment: beneficiary designations

Retirement Benefits Training
Fiscal year 2023

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Beneficiary designations for active members

- At enrollment, beneficiary designation defaults to estate.
- Members keyed in to PEBA's system may designate beneficiaries online through Member Access.
 - Immediate processing of designation.
 - Does not require notary signature.
- Members can name multiple beneficiaries.
- Benefits split equally if multiple beneficiaries named.
- If employee elects State ORP, he must designate a beneficiary for his State ORP account balance with chosen service provider.
- Provide Designating Active Member Beneficiaries flyer.

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Beneficiary designations for active members

- If member cannot use Member Access, may also designate beneficiaries on applicable form:
 - Active Member Beneficiary Form (Form 1102); or
 - Beneficiary/Trustee Designation Form (Form 1103), trust must already exist; or
 - State ORP Active Incidental Death Benefit Beneficiary Designation (Form 1106).
- Paper forms require notary signature and additional time for processing.

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Primary beneficiary for SCRS, PORS benefits

- Primary beneficiary may receive either:
 - Refund of contributions plus interest; or
 - Lifetime monthly benefit payments, if eligible.

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Contingent beneficiary for SCRS, PORS benefits

- Contingent beneficiaries¹ receive death benefits if:
 - Employee and primary beneficiary die at same time; or
 - Primary beneficiary dies before employee, and employee does not name another primary beneficiary before death.
- All primary beneficiaries must be deceased at the time of the member's death for a contingent beneficiary to receive a benefit.

¹Contingent beneficiary cannot be the same as primary.

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Incidental death benefit beneficiary

- SCRS, PORS and State ORP participants should also designate an incidental death benefit beneficiary if employer offers coverage.

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Estate as beneficiary

- Encourage members to update their beneficiary from estate once hired.
- Review member account information to determine which employees have estate as their beneficiary.
 - Use Active Service Totals report in EES under *Data Downloads*.
 - If the survivor/refund beneficiary is estate, column I will indicate TRUE.
 - If the incidental death benefit beneficiary is estate, column J will indicate TRUE.
- Share *Designating Active Member Beneficiaries* flyer with employees.

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