

# BENEFIT PLANNING, INC.

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## **Beneficiary Designation**

- It is very important that every employee that participates in the Plan have on file a designated beneficiary. This designation will be used to identify the individual(s) to pay the benefit to if the Participant dies.
- Should a Participant wish to name more than one primary or contingent beneficiary, they may attach additional beneficiary designation forms. In this case, they must indicate the applicable percentage that would be paid to each named beneficiary.
- If a Participant is married and designates a beneficiary other than his/her spouse, the spouse must consent to this. Such consent must be witnessed by a notary public or a Plan representative.

The Participant may change their designation at any time by completing a new form. The old form should then be destroyed.

