



A beneficiary designation determines settlement of your Minnesota State Retirement System (MSRS) retirement account in the event of your death. There are two ways to designate beneficiaries:

1. Statutory succession of beneficiaries (by law); **or**
2. Designate primary and contingent beneficiaries by name.

1. Information about you

Last name	First name	MI	Account ID or SSN (required)
Mailing address			
City	State	Zip code	
Spouse's name		Spouse's date of birth	
Daytime phone number		Alternate phone number	
<input type="checkbox"/> Check here if this is a change of address.			

2. Statutory succession of beneficiaries (by law)

Statutory succession “by law” automatically applies to your account unless you name a beneficiary(ies) in Section 3 of this form. Under retirement law (M.S. 352), if no beneficiary has been designated or all named beneficiaries pre-decease you, any money payable from MSRS must be paid in the following order:

- Surviving spouse; or if none
- Surviving children in equal shares; or if none
- Surviving parents in equal shares; or if none
- Representative of your estate

I hereby elect the statutory succession of beneficiaries

Proceed to Section 4 to sign this form

Marriage or divorce automatically invokes the statutory succession of beneficiaries. To designate a beneficiary by name, you must complete and file a *Beneficiary Designation* form with MSRS before your death. By law, you are considered married until such time a divorce is finalized and filed with a Minnesota District Court. Cultural marriage is not considered to be a legal marriage under U.S. law.

If the statutory succession of beneficiaries (by law) does not meet your needs, proceed to Section 3 to designate beneficiaries by name.

3. Designation of beneficiary by name

See the guide on page 4 of this form for more information about primary and contingent beneficiary designations.

Primary beneficiary: I hereby designate the following person(s) as primary beneficiary(ies) of my account. I understand that if I am legally married and my spouse is not the sole primary beneficiary, both my spouse and I must sign this form in the presence of a notary in Section 5.

Name of primary beneficiary	Relationship	Address	Date of birth

Contingent beneficiary: I hereby designate the following person(s) as contingent beneficiary(ies) of my account.

Name of contingent beneficiary	Relationship	Address	Date of birth

You may attach an additional sheet of paper if there is not enough space to list all beneficiaries.

4. Participant signature (please sign below)

I understand that upon my death any benefit payable from this account will be made to the person or entity indicated on this form. This beneficiary designation supersedes any previous designations made by me.

Participant's Signature _____ Date _____ / _____ / _____
Month Day Year



Complete **Section 5** of this form only if you are legally married and your spouse is not listed as the sole primary beneficiary in Section 3 of this form.

5. Notarized signatures

Only the original form with signature and notary will be processed. A fax or email copy of a notarized form is not acceptable. The date this form is signed by the spouse and participant (account holder), must match the date the signature is notarized.

FOR COMPLETION BY SPOUSE - MUST BE SIGNED IN THE PRESENCE OF A NOTARY

Acknowledgement. By my signature below, I acknowledge that:

1. Under the law that governs my spouse's (account holder's) retirement benefits, if my spouse dies before retirement, benefits are automatically paid to me unless I consent to my spouse designating a beneficiary other than myself;
2. If I consent to the designation of a beneficiary other than myself, then, except to the extent I am named as a beneficiary, I will receive no benefits if my spouse dies; and
3. I am not required to consent to the designation of a beneficiary other than myself and such designation is not valid unless I consent.

Consent and Waiver. By my signature below, I consent to the designation made by my spouse (the account holder) to have benefits paid to the beneficiary(ies) listed in Section 3 of the form and waive any right to receive the retirement benefits provided for me under the laws governing my spouse's retirement plan except as indicated in Section 3 of this form.

Spouse's signature _____ Date (Required) _____
Month Day Year

For Completion by Notary

Statement of Notary _____ This request was subscribed and sworn (or affirmed) to before me _____ Notary Seal
on this _____ day of _____, 20 _____, by
name of spouse _____
State of _____)
proved to me on the basis of satisfactory evidence to be the person
)ss. who appeared before me.
County of _____)
Notary public's signature _____ My commission expires _____
Month Day Year

FOR COMPLETION BY PARTICIPANT (account holder) - MUST BE SIGNED IN THE PRESENCE OF A NOTARY

Participant's signature _____ Date (Required) _____
Month Day Year

For Completion by Notary

Statement of Notary _____ This request was subscribed and sworn (or affirmed) to before me _____ Notary Seal
on this _____ day of _____, 20 _____, by
name of participant _____
State of _____)
proved to me on the basis of satisfactory evidence to be the person
)ss. who appeared before me.
County of _____)
Notary public's signature _____ My commission expires _____
Month Day Year

Mail the completed form to:



Minnesota State Retirement System

60 Empire Drive, Suite 300

St. Paul, MN 55103-3000

Teletypewriter users and telecommunications-device-for-the-deaf (TDD) users call the Minnesota Relay Service at 1.800.627.3529 and ask to be connected to MSRS at 651.296.2761.

Beneficiary Designation & Spousal Waiver *Guide*

Purpose of a beneficiary designation

A beneficiary designation determines settlement of your Minnesota State Retirement System (MSRS) pension plan in the event of your death. Generally, a beneficiary designation applies if your death occurs:

- Before you begin collecting an MSRS pension benefit payment
- While collecting an MSRS pension benefit, but you elected the Single-Life option
- While collecting an MSRS disability benefit, but you did not choose a survivor option

Two ways to designate beneficiaries

There are **two** ways to designate beneficiaries for your pension account:

- Statutory succession of beneficiaries (by law). NOTE: This is the default option if you do not name a beneficiary.
- Designate primary and contingent beneficiaries by name.

Effective date of your beneficiary designation

A valid beneficiary designation for your MSRS pension plan must be on file with MSRS prior to your death. You may change or revoke a beneficiary designation at any time by submitting to MSRS a new *Beneficiary Designation* form. Once a properly completed *Beneficiary Designation* form is received by MSRS, it supersedes any prior designations on file and remains in effect until you submit a new designation or until there are no further benefits payable from this account.

If you have multiple MSRS-administered pension plans

This beneficiary designation is for the General Employees, Correctional, and Unclassified Retirement Plans. Your designation automatically applies to all of these plans unless you specify on the form to which plan the designation applies.

This beneficiary designation does not apply to the State Patrol, Judges, Legislators and Elected Officials Retirement Plans. You must complete a separate form for those plans. To obtain that beneficiary form, visit our website at www.msrs.state.mn.us or call MSRS.

Divorce

If you divorce, MSRS is required by MN Stat. 524.2-804 to remove a beneficiary designation naming your former spouse. Your other beneficiaries remain valid. To re-designate a former spouse or name new beneficiaries after a divorce, a *Beneficiary Designation* form must be completed and returned to MSRS. Keep in mind, the court may require you to reinstate your former spouse as a beneficiary.

Statutory Succession of beneficiaries (by law)

Statutory succession - or by law - automatically applies to your account unless you designate a beneficiary by name in Section 3 of the form. Under retirement law (MN Statute 352), if no beneficiaries are designated or all named beneficiaries pre-decease you, any money payable from MSRS must be paid in the following order:

1. Surviving spouse; or if none
2. Surviving children in equal shares; or if none
3. Surviving parents in equal shares; or if none
4. Representative of your estate

Information about you

The information you provide on this form is for internal use only by MSRS. You are not required to provide the information but without it, we may not be able to change your beneficiary as requested.

Primary beneficiary

In the event of your death, benefits will be paid in accordance with state statute to the primary beneficiary(ies) named on the form. A beneficiary can be a person, estate, trust, or charitable organization. **Note:** If you name a trust, you must provide a photocopy of the first page and signature page of the trust document.

If you name multiple primary beneficiaries, the account balance will be divided equally among the surviving primary beneficiaries. If a primary beneficiary pre-deceases you, the benefit will be paid in equal portions to the surviving primary beneficiary(ies).

If you are not survived by a primary beneficiary, the benefit will be paid to the contingent beneficiary(ies). If there is no contingent beneficiary, the benefit will be paid to your estate.

Contingent beneficiary

If you are not survived by a primary beneficiary, the benefits will be paid in accordance with state statute to the contingent beneficiary(ies) named on the form. A beneficiary can be a person, estate, trust, or charitable organization. **Note:** If you name a trust, you must provide a photocopy of the first page and signature page of the trust document.

If you name multiple contingent beneficiaries, the payment will be divided equally among the surviving contingent beneficiaries. If a contingent beneficiary predeceases you, the benefit will be paid in equal portions to the surviving contingent beneficiary(ies).

If neither a primary nor contingent beneficiary survives you, the benefit will be paid to your estate.

Required signature (participant)

Your signature acknowledges that you have read this form and intend the election(s) indicated on the form as of the date that you sign. Your signature voids all prior beneficiary designations you have filed with MSRS.

MSRS will reject your form if it lacks the required signature or is future dated.

Notarized signature (participant and spouse)

Upon your death, your surviving spouse is automatically eligible for a benefit or lump sum payout regardless of who you name as your beneficiary. Your spouse may waive their coverage by signing the *Beneficiary Designation* form in the presence of a notary. The spousal waiver does not affect automatic coverage for minor children.

You and your spouse's notarized signatures are required if you designate beneficiaries by name in Section 3 of this form but do not list your spouse as the sole primary beneficiary.

Notarized signatures are not required if you elected statutory succession of beneficiary (by law) in Section 2 or your spouse is listed as the sole primary beneficiary in Section 3.