{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: DESIGNATION OF BENEFICIARY**

Dear {stdMbrSalutation}:

This office has received notice of your marital status change. Due to your change in marital status, if you are enrolled in the NDPERS retirement plan and/or group life insurance plan, you may need to complete a new Designation(s) of Beneficiary for those respective plans.

If your marital status has changed to divorced, please be advised that you must provide NDPERS a copy of your divorce decree to correspond with your marital status change submitted. If an ex-spouse is named a designated beneficiary for retirement and life insurance benefits and your intent is to continue to name the ex-spouse, an updated designation form must be filed with NDPERS. North Dakota law states that a spouse is listed as a beneficiary for a vested member’s retirement plan unless the spouse authorizes someone else to be listed by giving written consent.

To view your designated beneficiary(ies), please log into your NDPERS PERSLink Member Self Service. Go to the NDPERS Website at **ndpers.nd.gov** and click on Member/Employer Login > Member Self Service (MSS). NDPERS recommends reviewing your current benefits as an update may be needed as a result of the marital status change.

To change your designation of beneficiary(ies), you must complete a “Designation of Beneficiary for the Group Retirement Plan SFN 2560” and/or “Life Insurance Designation of Beneficiary Change SFN 53855”. You can obtain the forms by logging into your NDPERS PERSLink Member Self Service account, from your payroll office, or on the NDPERS Website.

If your name is changing as a result of your marital status change, please update your name through Member Self Service (MSS). If you are a current state employee that utilizes the PeopleSoft payroll system, please update your name through PeopleSoft.

***Please disregard this letter if you have already updated your name, benefits, and beneficiary(ies) with NDPERS.***

If you have any questions, please call NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber}.

Sincerely,

NDPERS Benefits Division

{if IsRetirementPlan = True}{tmp SFN-02560}{endif}

{if IsLifeInsurancePlan = True}{tmp SFN-53855}{endif}