CITYWIDE ASSOCIATION OF LAW ASSISTANTS OF THE CIVIL, CRIMINAL AND FAMILY COURTS IN THE CITY OF NEW YORK WELFARE TRUST FUND

*** Member Group Life Insurance Beneficiary Designation Form ***

Please complete & sign this form in ink. MAKE A COPY FOR YOUR RECORDS & RETURN THE SIGNED ORIGINAL TO:

Administrative Services Only, Inc. PO Box 9005 Lynbrook, NY 11563

	PO Box 9005 L	ynbrook, NY	11563			
SECTION I MEMBER	R INFORMATIO FIRST NA			SOC SEC NO.	DATE	OF BIRTH
ADDRESS	APT NO.		CITY	STATE		ZIP
HOME PHONE		OFF	FICE PHONE			
Please make your beneficiary de	esignation(s) below.	If you need m	nore space, atta	ch another sheet to this for	m.	
You may designate more than should receive. The total within beneficiaries within each class vime of your death, proceeds will	n each class (Priman will share the proced I be payable to your	ry and Conting eds equally. If estate.	jent) must equa you do not nan	l 100%. If you do not spe	cify percenta	ages, surviving
SECTION II PRIMAR Please indicate who should	Y BENEFICIAR d receive your G			eeds in the event of y	our death	
FULL NAME – LAST, FIRST, MI	RELATIONSHIP (need not be a family member)	SOC. SEC. NO.	ADDRESS	DATE OF BIRTH	PHONE NUMBER	% SHARE OF PROCEEDS
SECTION III CONTIN Please indicate who should rec living at the time of your death.	NGENT BENEFI eive the Group Life			event that <u>ALL</u> of your Pri	mary Benefi	ciaries are no
FULL NAME – LAST, FIRST, MI	RELATIONSHIP (need not be a family member)	SOC. SEC NO.	ADDRESS	DATE OF BIRTH	PHONE NUMBER	% SHARE OF PROCEEDS
				GNATION TO BECO TURN THE SIGNED		
Member Signature			Date			

BENEFICIARY FORM INSTRUCTIONS

These instructions will assist you in properly completing the Primary and Contingent Beneficiary sections of the Beneficiary Designation Form. If you have any questions, please call Administrative Services Only, Inc. at 800-537-1238 ext 9477, 516-394-9477.

- * It is **very important** that you take the time now to designate who will receive the Group Life Insurance proceeds in the event of your death. If you do not do so, the benefit will go to your estate.
- * In order to designate a beneficiary to receive any benefits payable in the event of your death, you must sign and date the Beneficiary Designation Form on the reverse side of this notice and return it to the Administrative Services Only, Inc., PO Box 9005, Lynbrook NY 11563.
- * IF YOUR SPOUSE IS ELECTING OPTIONAL/SUPPLEMENTAL LIFE, PLEASE COMPLETE AND RETURN THE BENEFICIARY DESIGNATION FORM FOR SPOUSE OF PLAN MEMBER IN ADDITION TO THE BENEFICIARY DESIGNATION FORM FOR PLAN MEMBERS.
- * THE VALIDITY OF YOUR DESIGNATION UNDER THE LAW IS YOUR RESPONSIBILITY. BE PRECISE AND CLEAR
- * BEFORE MAKING BENEFICIARY DESIGNATIONS, YOU MAY WANT TO CONSULT WITH YOUR TAX OR LEGAL ADVISOR.
- *** YOU MAY CHANGE A BENEFICIARY DESIGNATION** AT ANY TIME.
- **Please Note**: You cannot name your employer as a beneficiary for Group Life Insurance proceeds under the Group Policy.
- * If a beneficiary is living at the time of the employee's death but dies before receiving full benefits, the remaining proceeds will be paid to the beneficiary's estate.

Proposed Beneficiary(ies) Suggested Wording

 Estate One Beneficiary More than one beneficiary in equal shares Two beneficiaries, in succession One Beneficiary followed by two beneficiaries in equal shares One Beneficiaries in equal shares More than one Beneficiary in equal shares More than one Beneficiary in equal shares per descendent order One or more minor children. Estate Martha Doe, wife Primary: Martha Doe, wife; Contingent: Richard Doe, son (Richard will only receive proceeds if Martha Doe is not living at the time of employee's death.) Primary: Martha Doe, wife; Contingent: Jane Doe and Mary Doe, children in equal shares, or the survivor of them (Jane and Mary will only receive proceeds if Martha Doe is not living at the time of the employee's death.) Jane Doe, Mary Doe and Richard Doe, or the survivor(s) of them, in equal shares. However, if any of my children predecease me and leave issue who survive me, the issue of the deceased child will receive their parents' share in equal shares. One or more minor children. John Smith, as custodian for Jane Doe, a minor under the Uniform Transfers to Minors Act (UTMA) so that proceeds can be paid before the child reaches the age of majority. 	 2. One Beneficiary 3. More than one beneficiary in equal shares 4. Two beneficiaries, in succession 5. One Beneficiaries in equal shares 6. More than one Beneficiary in equal shares per descendent order 7. One or more minor children. 7. One or more minor children. 8. To a church or non-profit organization 9. Beneficiaries shown in percentages 10. Trust under Last Will and Testament Promary Martha Doe, wife; Contingent: Richard Doe, son (Richard will only receive proceeds if Martha Doe is not living at the time of employee's death.) Primary: Martha Doe, wife; Contingent: Jane Doe and Mary Doe, children in equal shares, or the survivor of them (Jane and Mary will only receive proceeds if Martha Doe is not living at the time of the employee's death.) Jane Doe, Mary Doe and Richard Doe, or the survivor of them (Jane and Mary will only receive proceeds if Martha Doe is not living at the time of the employee's death.) Jane Doe, Mary Doe and Richard Doe, or the survivor of them (Jane and Mary will only receive proceeds if Martha Doe is not living at the time of employee's death.) Jane Doe, Mary Doe and Richard Doe, or the survivor of them (Jane and Mary will only receive proceeds if Martha Doe is not living at the time of the employee's death.) Jane Doe, Mary Doe and Richard Doe, or the survivor of them (Jane and Mary will only receive proceeds if Martha Doe is not living at the time of employee's death.) Jane Doe, Mary Doe and Richard Doe, or the survivor of them (Jane and Mary will only receive proceeds if Martha Doe on them (Jane and Mary will only receive proceeds if Martha Doe on them (Jane and Mary will only receive proceeds if Martha Doe on them (Jane and Mary will only receive proceeds if Martha Doe, or the survivor of them (Jane and Mary will only receive proceeds if Martha Doe, or the surviv			
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