

## Beneficiary Designation Change Form

### Instructions for Beneficiary Designation Change Form

#### For Use by Current Employees and Those who Retire After December 31, 2006

**IMPORTANT:** Beneficiary changes will **not** go into effect until signed by the employee and a witness (non-family/non-beneficiary), and with the signed original returned to the Benefits Department, MS-1021.

1. Complete the form with your name, Sandia Employee number, beneficiary (ies) and check the appropriate Plan(s).
2. The witness must be a Non-Family member who will not be receiving any of the benefit.
3. The Plan called "Retirement Income/Pension Security Plan" applies only to those employees who were employed by Sandia Laboratories prior to 7/1/75 and contributed to the pension plan.
4. Please check the internal web under "[Benefits Summary](#)" or HR Self Service/Benefits/Benefits Summary for a list of your current coverage's.
5. This form applies ONLY to the company paid Sandia Primary Group Term Life Insurance.
6. Be sure to make a copy of the beneficiary change forms (and do not forget to file a copy of this form with your other legal documents) before you return the original to the Benefits Department, MS-1021.
7. Children under 18 cannot be paid as a beneficiary until the court appoints a guardian for financial matters or until the child reaches 18. If you still want to include your children, please list individually.
8. Use the word "otherwise" before the name(s) of the contingent beneficiary(ies).
9. A primary beneficiary is the person to whom the death benefits will be paid first. You may wish to name contingent beneficiaries who will share equally if there is no primary beneficiary or if the primary beneficiary is deceased. If the beneficiary or beneficiaries you have selected die before you do or if you have not completed a beneficiary change form, your insurance will be paid to the first eligible recipient(s) in the following order: surviving spouse, children, parents, or estate.

