

# Notice of CHANGE OF BENEFICIARY and/or Change in Name

Department of State Treasurer, Retirement Systems Division  
325 North Salisbury Street, Raleigh, North Carolina 27603-1385

**Check System:**

**Teachers' and State Employees' Retirement System  
Local Governmental Employees' Retirement System**

**Consolidated Judicial Retirement System  
Legislative Retirement System**

Name \_\_\_\_\_ S.S. # \_\_\_\_\_  
(First) (M.I.) (Last) Retirement  
 Address \_\_\_\_\_ Account # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Birthdate \_\_\_\_\_  
 Prior Status of \_\_\_\_\_ Sex: Male Female  
 Name \_\_\_\_\_ Account: Active Retired Home \_\_\_\_\_  
 (If changing name, list prior name above and have a notary public certify your signature below. If you are an active employee who is changing your name, please also complete beneficiary sections below.) Phone # (\_\_\_\_) \_\_\_\_\_

**DESIGNATION OF BENEFICIARY(IES): (Please read carefully the information on reverse side.)** Complete both Sections A and B in order to designate or change a beneficiary. (Active members of the Consolidated Judicial Retirement System designating or changing a beneficiary should only complete Section B below.)

**I hereby revoke my previous designation of beneficiary(ies) and now designate beneficiary(ies) to whom I request the Board of Trustees to pay, in the event of my death:**

**A. The total amount of accumulated contributions with allowable interest credited to my account in the Retirement System.**

(See paragraph 7 on reverse if retired. This section should NOT be completed by active members of the Consolidated Judicial Retirement System.)

COMPLETE NAME	ADDRESS	RELATIONSHIP	DATE OF BIRTH
Principal:			
Contingent:			

**B. The death benefit. (See paragraph 8 on reverse.)**

COMPLETE NAME	ADDRESS	RELATIONSHIP	DATE OF BIRTH
Principal:			
Contingent:			

I hereby authorize the Board of Trustees to make payment(s) to the beneficiary(ies) I have designated above. I acknowledge that the payment(s) shall be a complete discharge of any claim and shall constitute a release of the Retirement System from any further obligation on my account. By completing and signing this form, I acknowledge having read the information on both sides of this form. I reserve the right to change the beneficiary(ies) designated above in accordance with the information provided on the reverse of this form. In addition, I understand that the Retirement System will not accept this form with erasures, strike-overs, or "whiteouts".

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

(This section must be completed by notary public.)

NOTARY PUBLIC CERTIFICATION: State of \_\_\_\_\_ County of \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of said State and County, do hereby certify that \_\_\_\_\_ personally appeared before me and acknowledged the due execution of the foregoing instrument.

(Notary Public Seal)

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature \_\_\_\_\_ of Notary \_\_\_\_\_ My commission expires \_\_\_\_\_

# INFORMATION AND INSTRUCTIONS

## 1. PURPOSE OF FORM

This form is to be used by an active member of the Teachers' and State Employees' Retirement System, the Local Governmental Employees' Retirement System, the Consolidated Judicial Retirement System, or the Legislative Retirement System to change the beneficiary that he or she named to receive a return of contributions or death benefit upon the member's death. A retired member may also use this form to change the beneficiary named for the death benefit under the conditions described in paragraph 8 below. If a member has an account in more than one system, a separate form 2C must be filed for each system. All law enforcement officers, regardless of the Retirement System they belong to, must file form RET-276 to make a change of beneficiary in the Separate Insurance Benefits Plan.

## 2. WHERE TO FILE

This form must be completed and filed with the Department of State Treasurer, Retirement Systems Division, 325 North Salisbury Street, Raleigh, North Carolina 27603-1385. The original form must be correctly completed and acknowledged as received by the Retirement Systems Division and an acknowledgment letter will be mailed to the member for his/her records. This form will be retained in the member's file in the Retirement System.

## 3. EFFECTIVE DATE OF CHANGE

The form must be filed with the Retirement System before a change in beneficiary becomes effective. The member cannot change his/her beneficiary by signing the form and retaining it with his/her private papers and not filing with the Retirement System.

## 4. WHEN TO FILE

The form should be filed by a member at any time he or she desires to change his or her beneficiary(ies). Events such as marriage, divorce, death of a named beneficiary, birth or adoption of a child, etc. may give reason to change a beneficiary. The member does not have to have the permission of a named beneficiary to make the change nor does the member have to notify the new beneficiary that he/she has been named.

## 5. WHO MAY BE NAMED BENEFICIARY

The member may name the same or different beneficiaries for a return of contributions and the death benefit. The principal or contingent beneficiary(ies) must be a living person(s) at the time of designation (they need not be a relative), the member's estate or a corporate trustee for a living person (if a trustee is designated, a copy of the trust agreement should be attached to this form). The principal or contingent beneficiary may not be an unborn child, a pet, a church or other institution. If additional space is needed, please attach a separate signed and notarized form with numbered pages 1 of 2 and 2 of 2.

### PRINCIPAL BENEFICIARY

The member may name one principal beneficiary or more than one principal beneficiary. If more than one principal beneficiary is named, the beneficiaries will share equally in the benefit. The naming of more than one principal beneficiary to receive the return of the member's contributions will eliminate the beneficiary's option, if eligible, to receive a monthly benefit in lieu of a lump sum return of contributions in the event of the death of the member prior to retirement. Please refer to the member handbook for information regarding a monthly allowance to a beneficiary in the event of death of the member. If two or more principal beneficiaries are named and one is not living at the death of the member, the benefit will be divided equally among the remaining principal beneficiaries.

### CONTINGENT BENEFICIARY

A contingent beneficiary may not be named if more than one principal beneficiary is named. If only one principal beneficiary is named, the number of contingent beneficiaries that may be named to share equally in the benefit is not limited. The living contingent beneficiary(ies) will be paid the benefits due at the death of the member only if the principal beneficiary is not alive.

### ESTATE AS BENEFICIARY

The naming of the member's estate as beneficiary results in the proceeds being paid either to the member's estate after an administrator or executor has qualified or, if there is no qualification, to the Clerk of Court. The benefits will then be subject to any debts of the estate and distributed according to the will of the member or, if there is not a will, according to the laws of the State. If no named beneficiary is alive at the death of the member, the benefits will be paid to the member's estate.

### MINOR AS BENEFICIARY

When the beneficiary is a minor at the death of the member, any benefits due will be paid to the qualified guardian of the minor or to the Clerk of Court in the county of residence, or to the beneficiary after he or she attains the age of majority. (Generally, the age of majority in North Carolina is 18.)

## 6. ACCUMULATED CONTRIBUTIONS

Please refer to the appropriate system's booklet "Your Retirement Benefits" for information on the right of a sole principal beneficiary to elect a monthly allowance instead of a lump sum settlement. Members of the Teachers' and State Employees' Retirement System and the Local Governmental Employees' Retirement System have the right to deny their beneficiary the election of a monthly allowance in lieu of a lump sum settlement by so instructing the Retirement System in writing. If more than one principal beneficiary is designated, a monthly allowance may not be elected.

## 7. GUARANTEED RETURN OF CONTRIBUTIONS IN RETIREMENT

A retired member under the Teachers' and State Employees' Retirement System, the Local Governmental Employees' Retirement System, the Legislative Retirement System, or plan "A" under the Consolidated Judicial Retirement System should complete a form Ret-336T to change his or her beneficiary for the guaranteed refund.

## 8. DEATH BENEFIT

A death benefit is payable to the beneficiaries of members of the following Retirement Systems as specified below:

Teachers' and State Employees' Retirement System — If a member dies while still in active service or within 180 days of the last day for which salary was paid, a lump sum payment equal to the highest consecutive 12 months of salary during the 24 months preceding the month before death will be payable, provided the member has completed one year of contributing member service. The payment will be no less than \$25,000 but no more than \$50,000.

Local Governmental Employees' Retirement System — Same as above, if the member's Local employer elected the death benefit coverage. A Local member should complete Section B only if his or her Local employer elected the death benefit coverage.

Consolidated Judicial Retirement System — If a member dies while still in active service, a lump sum payment equal to the member's "final compensation" plus the accumulated contributions will be payable. In lieu of the accumulated contributions, if the member dies after attaining age 50 with 5 years of service, the surviving spouse, if designated as the principal beneficiary, will have the right to elect to receive a monthly benefit for life or until remarriage.

Legislative Retirement System — If a member dies while actively serving in the General Assembly, a lump sum payment equal to the "highest annual salary," not to exceed \$15,000, will be payable, provided the member has completed one year of creditable service.