

HELPFUL HINTS ABOUT BENEFICIARY DESIGNATIONS

- When designating a beneficiary, the full legal name, social security number, and the relationship to the insured must be given. Do not use initials.
- When more than one beneficiary is named, each one should be designated by his/her full name, and relationship to the insured.
- If the benefits are to be divided other than equally, the portion each is to receive should be clearly stated. The portions should be expressed as a percentage, not a dollar amount.
- The use of the word “or” or “and/or” in a beneficiary designation is prohibited, such as “John Q. Smith or Mary Ellen Smith, my parents”.
- Anyone named as the primary beneficiary or contingent beneficiary is prohibited to sign as the witness.
- If you make an error, DO NOT use correction fluid to make any changes. If there is a change to be made, cross out the incorrect information, and initial the change.

The following are a few sample beneficiary designations

- Mary E. Smith, wife, (SS#123-45-6789)
- James R. Smith (SS#123-45-6789) and Margaret Smith (SS# 987-65-4321); children of the insured
- Richard A. Smith, Jane Smith, and Rita May Smith, grandchildren, equally, or to the survivors.
- Primary: Mary Smith, wife
- Contingent: Michelle Smith, Eric Smith; children of the insured, per stirpes**
- My estate -- no other words should be added to the two word designation “my estate”.
- When designating a religious or charitable institution, the full legal name, location, and Federal Tax Identification Number must be shown.
- When naming a trust, please state the name and date of the trust.
- When naming a Living Will and Testament, the following statement must also be listed, “Will that has been determined to be valid and unrevoked, and probated by the appropriate court.”

** Per stirpes—When a beneficiary is deceased, the deceased beneficiary’s portion would be paid equally to his/her surviving children

If you have any questions, please feel free to contact:

- **your Sales Representative or**
- **the Catholic United Financial Home Office (800-568-6670) or**
- **your attorney**