

# Beneficiary Designation Form

Cigna Customer Service Center  
Administered by Infosys McCamish Systems, LLC



**INSPERITY HOLDINGS, INC.**

Employee Name: \_\_\_\_\_ Employee Social Security Number: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Primary and Contingent Beneficiaries** - Unless you designate a percentage, proceeds are paid to primary surviving beneficiaries in equal shares. Proceeds are paid to contingent beneficiaries only when there are no surviving primary beneficiaries. If you designate contingent beneficiaries and do not designate percentages, proceeds are paid to the surviving contingent beneficiaries in equal shares. Unless otherwise provided, the share of a beneficiary who dies before the insured will be divided proportionately among the surviving beneficiaries in the respective category (primary or contingent).

<b>Group Universal Life Insurance, Connecticut General Life Insurance Company — Policy No. 2433712 (02-L104500)</b>				
<b>EMPLOYEE'S PRIMARY BENEFICIARY(IES)</b> Name, Address and Phone Number	<b>DATE OF BIRTH</b>	<b>RELATIONSHIP TO EMPLOYEE</b>	<b>SOCIAL SECURITY NUMBER / TAX ID</b>	<b>PERCENTAGE</b> <i>(Total Must = 100%)</i>
<b>CONTINGENT BENEFICIARY(IES)</b> Name, Address and Phone Number	<b>DATE OF BIRTH</b>	<b>RELATIONSHIP TO EMPLOYEE</b>	<b>SOCIAL SECURITY NUMBER / TAX ID</b>	<b>PERCENTAGE</b> <i>(Total Must = 100%)</i>
<b>Group Universal Life Insurance, Connecticut General Life Insurance Company — Policy No. 2433712 (02-L104500)</b>				
<b>SPOUSE/DOMESTIC PARTNER PRIMARY BENEFICIARY(IES)</b> Name, Address and Phone Number	<b>DATE OF BIRTH</b>	<b>RELATIONSHIP TO SPOUSE/DOMESTIC PARTNER</b>	<b>SOCIAL SECURITY NUMBER / TAX ID</b>	<b>PERCENTAGE</b> <i>(Total Must = 100%)</i>
<b>CONTINGENT BENEFICIARY(IES)</b> Name, Address and Phone Number	<b>DATE OF BIRTH</b>	<b>RELATIONSHIP TO SPOUSE/DOMESTIC PARTNER</b>	<b>SOCIAL SECURITY NUMBER / TAX ID</b>	<b>PERCENTAGE</b> <i>(Total Must = 100%)</i>
<b>Group Universal Life Insurance, Connecticut General Life Insurance Company — Policy No. 2433712 (02-L104500)</b>				
<b>CHILD'S PRIMARY BENEFICIARY(IES)</b> Name, Address and Phone Number	<b>DATE OF BIRTH</b>	<b>RELATIONSHIP TO CHILD</b>	<b>SOCIAL SECURITY NUMBER / TAX ID</b>	<b>PERCENTAGE</b> <i>(Total Must = 100%)</i>
<b>CONTINGENT BENEFICIARY(IES)</b> Name, Address and Phone Number	<b>DATE OF BIRTH</b>	<b>RELATIONSHIP TO CHILD</b>	<b>SOCIAL SECURITY NUMBER / TAX ID</b>	<b>PERCENTAGE</b> <i>(Total Must = 100%)</i>

**If you need additional space for your beneficiaries - sign, date and attach a separate sheet of paper using the above format.**

**Please use the reverse side to designate a beneficiary for Personal Accident Insurance and to review Guidelines for Designation of Beneficiaries.**

Employee Name: \_\_\_\_\_

Employee Social Security Number: \_\_\_\_\_

Personal Accident Insurance, Life Insurance Company of North America			Policy Number: OK 823223	
<b>EMPLOYEE'S PRIMARY BENEFICIARY(IES)</b> Name, Address and Phone Number	<b>DATE OF BIRTH</b>	<b>RELATIONSHIP TO EMPLOYEE</b>	<b>SOCIAL SECURITY NUMBER / TAX ID</b>	<b>PERCENTAGE</b> (Total Must = 100%)
<b>CONTINGENT BENEFICIARY(IES)</b> Name, Address and Phone Number	<b>DATE OF BIRTH</b>	<b>RELATIONSHIP TO EMPLOYEE</b>	<b>SOCIAL SECURITY NUMBER / TAX ID</b>	<b>PERCENTAGE</b> (Total Must = 100%)

**Community Property Laws** - If you are married, if you reside in a community property state (Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington and Wisconsin), and if you name someone other than your spouse as beneficiary, it is possible that the payment of benefits will be delayed or disputed unless your spouse also signs the beneficiary designation.

Spouse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### GUIDELINES FOR DESIGNATION OF BENEFICIARIES

**General** - Please be sure to include the beneficiary's full name, address, phone number, date of birth, social security number, and relationship to you. Providing this information can help expedite the claim process by making it easier to locate and verify beneficiaries.

If you don't designate a specific beneficiary, your death benefit and any cash value you have will automatically be paid to the first beneficiary listed as follows who is living at the time of your death: (1) your spouse; (2) your child(ren); (3) your parents; (4) your siblings; or (5) your estate.

If you have elected dependent coverage, you are the beneficiary for the dependent coverage unless you designate otherwise.

**Minors** - While you may designate minors as beneficiaries, please note that claim payments may be delayed due to special issues raised by these designations. In the event of a claim and the beneficiary is a minor child, the insurance proceeds will not be released to the minor child. The insurance proceeds may be paid to a duly appointed guardian of the child's estate. You may want to obtain the assistance of an attorney in drafting your beneficiary designation.

**Trust as Beneficiary** - You may designate a trust as beneficiary, using the following form: "To [name of trustee], trustee of the [name of trust], under a trust agreement dated [date of trust]." If you wish to designate a testamentary trust as beneficiary (i.e. one created by will), you should recognize the possibility that your will which was intended to create this trust may not be admitted to probate (because it is lost, contested, or superseded by a later will). Claim payment delays can result if the beneficiary designation doesn't provide for this situation.

**Domestic Partner** - If you wish to designate your domestic partner as your beneficiary, you must complete a beneficiary form. Otherwise, your death benefit and any cash value that you have will automatically be paid to the first beneficiary listed as follows who is living at the time of your death: (1) your spouse; (2) your child(ren); (3) your parents; (4) your siblings; (5) your estate.

**Life Status Changes** - We recommend that you review your beneficiary designation when significant life status events occur, such as marriage, divorce, or birth of a child.

**See an Attorney!** The above guidelines are general and are not intended to be relied on as legal advice. Unless your designation is a simple one, we recommend that you obtain the assistance of an attorney in drafting your beneficiary designation. A qualified attorney can help assure that your beneficiary designation correctly reflects your intentions, is clear and unambiguous, and meets legal requirements.

