



BENEFICIARY DESIGNATION FORM
 Employer Name: ARCHDIOCESE OF NEW ORLEANS
Guardian Group Plan ID #: 538205 (Voluntary Life)
538250 (Basic Life)

EMPLOYEE NAME:	DATE OF BIRTH:	SOCIAL SECURITY NUMBER:	MARITAL STATUS:	EMPLOYEE PHONE # <input type="checkbox"/> Cell <input type="checkbox"/> Home
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).

BENEFICIARY INFORMATION: Basic Life and Basic AD&D						
I hereby revoke any previous designations of primary beneficiary(ies) and contingent beneficiary(ies), if any, and in the event of my death, designate the following:						
Name	Address & Phone Number	Gender	Relationship (if spouse list date of marriage)	Date of Birth	% (Total Must Equal 100%)	
Primary Beneficiary(ies)						
Contingent Beneficiary(ies)						

BENEFICIARY INFORMATION: Voluntary Life and Voluntary AD&D						
I hereby revoke any previous designations of primary beneficiary(ies) and contingent beneficiary(ies), if any, and in the event of my death, designate the following:						
Name	Address & Phone Number	Gender	Relationship (if spouse list date of marriage)	Date of Birth	% (Total Must Equal 100%)	
Primary Beneficiary(ies)						
Contingent Beneficiary(ies)						

Please Note: Employee is automatically the beneficiary for Spouse and Child Voluntary Life coverage.

Employee Signature	
Employee Signature: _____	Date: _____

Guidelines for Designation of Beneficiaries

General: Please be sure to include the beneficiary's full name and relationship to you. Providing this information can help expedite the claim process by making it easier to locate and verify beneficiaries.

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 as follows: "To [name of trustee], trustee of the [name of trust], under a trust agreement dated [date of trust]".

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

See an Attorney: The above guidelines are general and 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.

VOLUNTARY LIFE ENROLLMENT

New Hires: You are eligible to enroll within 30 days of your Date of Hire.

Existing Employees: You will be eligible to enroll or make changes at the next scheduled Open Enrollment for Voluntary Life, held during May 2019 and effective on July1, 2019.