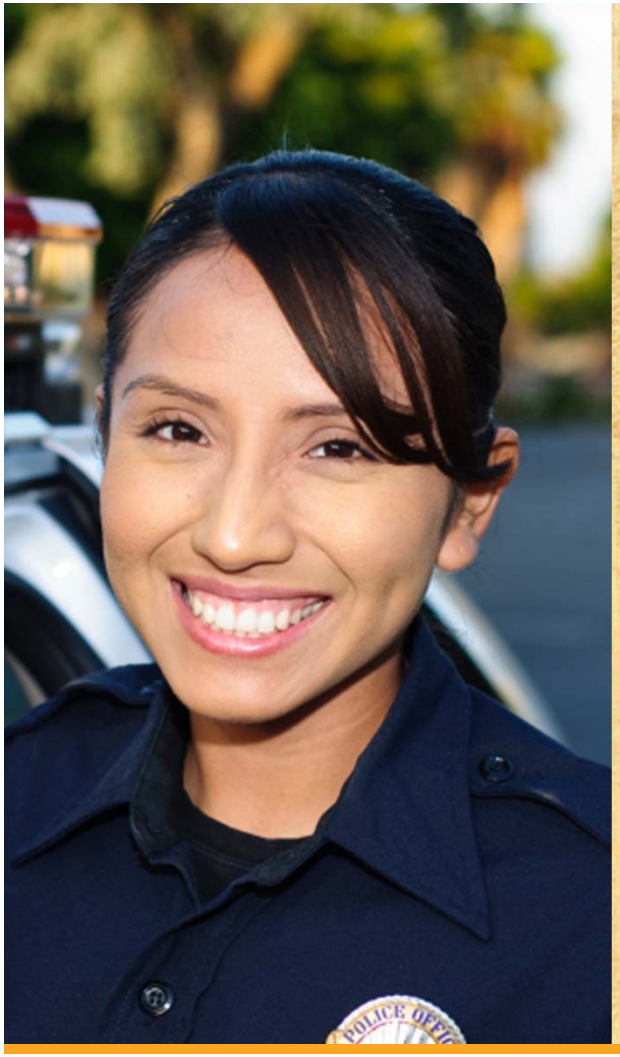

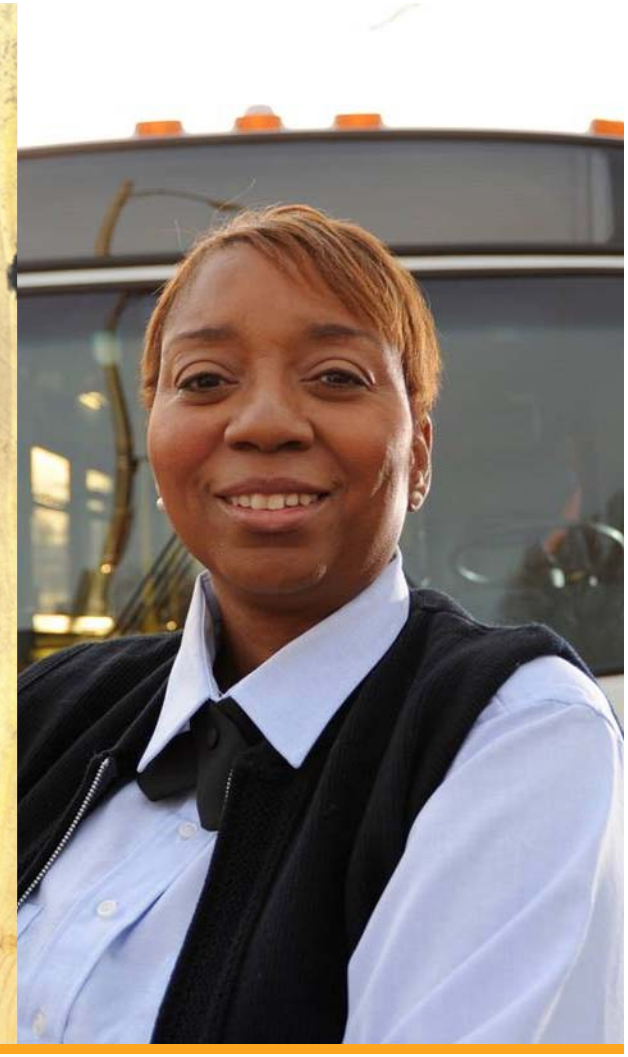

# YOUR RETIREMENT PLAN BENEFICIARIES

AC: 0912-5967. ICMA-RC does not provide specific tax or legal advice.

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# SELECT YOUR BENEFICIARIES – IT'S IMPORTANT

- Who will receive your assets after you die
- Helps ensure your assets paid per your wishes
- Avoids probate costs and delays
- Beneficiaries may receive more tax advantages

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# SELECT PRIMARY & CONTINGENT BENEFICIARIES

Who receives your assets after you die?

**Primary Beneficiary(ies) alive at that time** → **If none alive or assets "disclaimed"[1]** → **Contingent Beneficiary(ies) alive at that time**

[1] A disclaimer may make sense economically for estate or income tax reasons but should only be considered after seeking qualified legal advice to address each individual's unique circumstances.

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# REVIEW YOUR BENEFICIARIES

- Periodically, say once a year
- After a major life event
  - New child
  - Marriage
  - Divorce
  - Death of primary beneficiary

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## SELECT, REVIEW, UPDATE ONLINE

You can…

1. Add a new beneficiary
2. View your current beneficiaries
3. Update beneficiary information
4. Remove a beneficiary

Your employer must permit this online functionality.

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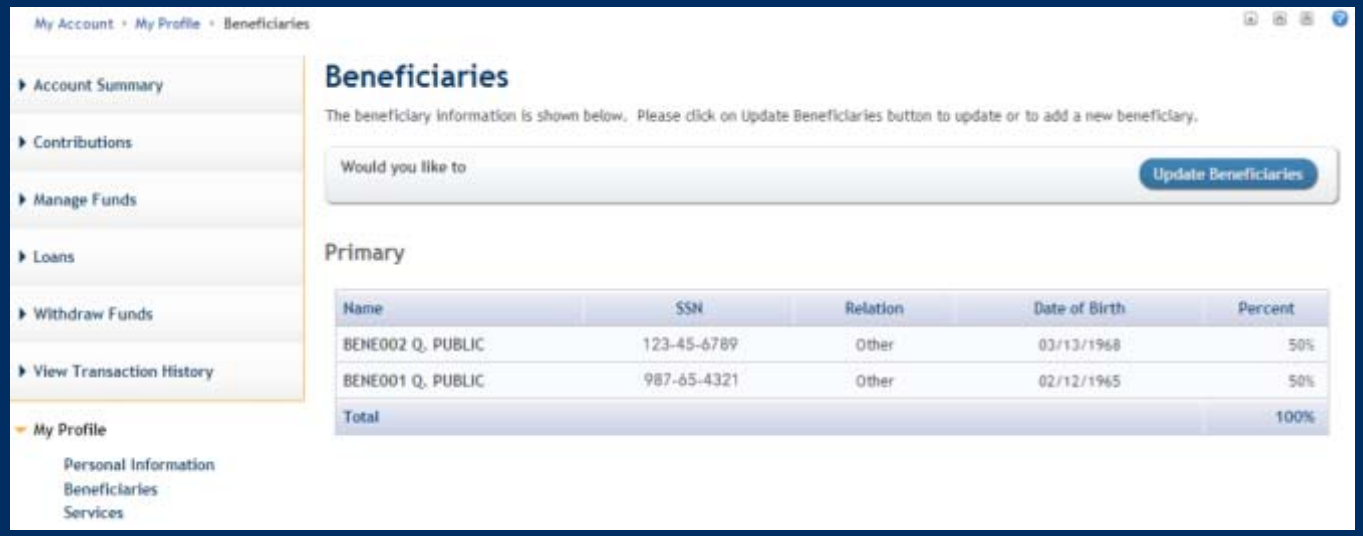
# SELECT, REVIEW, UPDATE ONLINE

**Log into Account Access – www.icmarc.org**

My Account → My Profile → Beneficiaries



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# ENTERING BENEFICIARY INFORMATION IS EASY

## Beneficiaries

Please enter the participant's beneficiary information in the fields shown below.

- Please review the details about designating beneficiaries.
- For each Primary or Contingent beneficiary, please provide a name, birthdate, SSN, relationship, and percentage. Percentages must equal 100% within each type.
- Your request is not complete until the receipt of a confirmation number.

### Primary

| Name* | SSN | Relation* | Date of Birth | Percent* | |
|---|---|---|---|---|---|
| BENE002 Q. PUBLIC | *****6789 | Other | 03/13/1968 mm/dd/yyyy | 50 % | |
| BENE001 Q. PUBLIC | *****4321 | Other | 02/12/1965 mm/dd/yyyy | 50 % | |
| Total | | | | 100% | |

Add Another

* Required Field

### Contingent

| Name* | SSN | Relation* | Date of Birth | Percent* | |
|---|---|---|---|---|---|
| | | Charity | mm/dd/yyyy | % | |
| Total | | | | 0% | |

Add Another

* Required Field

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# CONFIRMING YOUR CHANGES

## Beneficiaries

### CONFIRMATION

- Your request has been submitted. It will be processed on 11/21/2013.
- Your confirmation number is 58083.
- Please print this page for your records.

### Primary

| Name | SSN | Relation | Date of Birth | Percent |
|---|---|---|---|---|
| BENE Q. PUBLIC | 123-45-6789 | Other | 03/13/1968 | 50% |
| BENES Q. PUBLIC | 987-65-4321 | Other | 02/12/1965 | 50% |
| Total | | | | 100% |

Return to Beneficiaries

Ensure your beneficiary designations are in order

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QUESTIONS?

www.icmarc.org/contact

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