

# City of Eugene - Beneficiary Form Links and Information

Life changes often result in the need to update beneficiary information for your Life Insurance, Deferred Compensation, and PERS/OPSRP accounts. Beneficiary forms usually trump written wills, so make sure your beneficiary information reflects your current wishes.

Please note that certain beneficiary forms are on file with the benefit carrier and the City of Eugene Benefits staff may not have access to the information. **The easiest way to make sure your beneficiaries are updated is to submit a new beneficiary form.** Please return, the City-paid Life Insurance and the Deferred Comp beneficiary forms to Benefits staff in the Employee Resource Center via email, fax, interoffice, or mail. The PERS/OPSRP beneficiary form will need to be sent directly to PERS.

- **City-paid Life Insurance Benefit:**
  - [Standard Life Insurance Enrollment and Beneficiary Change Form](#)
- **Supplemental Portable Term Life Insurance:**
  - [Portable Term Life Insurance Beneficiary Change Form](#)
- **Deferred Compensation:**
  - [Voya Beneficiary Form](#)
- **PERS/OPSRP: (Tier 1 and Tier 2 members should complete *both* forms)**
  - [IAP Beneficiary Forms \(for both PERS and OPSRP members\)](#)
  - [PERS Beneficiary Form \(Tier 1 or Tier 2 members only\)](#)

## Beneficiary Forms DOs and DON'Ts:

### DO:

- **periodically review your beneficiary forms to make sure all beneficiary information is correct.** It is especially important to update this information after a life event such as a birth, marriage, divorce, or death.
- **use proper names.** Nicknames are not acceptable, and when naming a married female as beneficiary, be certain the proper name is given, e.g. Betty J. Johnson, not Mrs. John R. Johnson.
- **check the plan rules on allowable beneficiary designations.** Designations such as churches, financial institutions, organizations, and trusts may not be valid designations.
- **make a copy of your completed Beneficiary form before submitting it** and inform your family members of its location.
- **complete the beneficiary form with an ink pen.** Completing the form in pencil may make the form unacceptable.
- **consider trusts or financial guardians for minor children.** Until age 18 or 21 (depending on state laws), minors can only inherit limited amounts. You may want to designate a financial guardian or set up a trust for minor children. Either should have detailed directions on how to manage the windfall until the children are of age.

### DON'T:

- **assume that your will overrides your beneficiary designation.** Beneficiary designations usually trump your last will and testament.
- **misspell your beneficiary's name.** Simple mistakes such as misspelling your beneficiary's name may cause a substantial delay in benefits.

- **use "white out" or cross out names to make changes in designation.** This may make the form unacceptable and survivor benefits might be paid to the member's estate, rather than the intended beneficiary.
- **name the same person in both the "primary" and "contingent" beneficiary sections.** If your primary beneficiary should die and you have not named a secondary or contingent beneficiary, your insurance policy may be distributed according to your will. If you have no will, the decision will default to state law.
- **assume that you will be notified if your specified designation is ambiguous or does not meet requirements.** In most cases, the problem is noticed only *after* the account owner is deceased and the beneficiary is ready to claim the assets.

*and perhaps most importantly – **DON'T forget to sign and date your beneficiary form.***

Please contact Benefits staff at 541-682-5061 or [BenefitsStaff@eugene-or.gov](mailto:BenefitsStaff@eugene-or.gov) if you need a hard copy of the form or have questions.