

# EMPLOYEE INFORMATION CHANGE FORM



ICMA RETIREMENT CORPORATION

Use this form to make **name, marital status, or beneficiary changes** in your existing ICMA Retirement Corporation 457 Deferred Compensation Plan, 401 Money Purchase Plan, or 401 Profit-Sharing Plan accounts.

For address changes, investment allocation changes or fund transfers, use VantageLink ([www.icmarc.org](http://www.icmarc.org)) or VantageLine (1-800-669-7400).

If you wish to make a change to your payroll deduction, please use the *457 Deferred Compensation Plan Amount of Deferral Change Form* or the *401 Amount of Contribution Change Form*, depending upon your retirement plan type.

If this request requires your employer's approval, submit the completed form for signature before forwarding it to ICMA-RC. **(If you fax the form to ICMA-RC, please do not mail the original.)**

<p><b>1</b> <b>Personal Information</b> (All information in this section <b>must</b> be completed.)</p>	<p>Employer Plan Number _____ Employer Plan Name _____ State _____</p> <p>Social Security Number _____</p> <p>Full Name of Participant _____</p> <p>Last _____ First _____ M.I. _____</p>															
<p><b>2</b> <b>Name Change</b> (Note: For name changes, you must attach a copy of a legal document (copy of driver's license, etc.) and have Employer approval.)</p>	<p>Make this change <b>ONLY</b> to the following plan(s):</p> <p>Employer Plan Number: _____ Employer Plan Name: _____ State: _____</p> <p>Employer Plan Number: _____ Employer Plan Name: _____ State: _____</p> <p>Full New Name of Participant _____</p> <p>Last _____ First _____ M.I. _____</p>															
<p><b>3</b> <b>Primary Beneficiary Change</b> (Please read important beneficiary information on the back of this form before completing this section.)</p>	<p>Complete this section <b>ONLY</b> if you want to change or add a primary beneficiary. Otherwise, if you do not complete this section, your primary beneficiary information will be according to your previous designation.</p> <p>The changes you indicate here will apply only to the plan account you indicated in section #1 above. If you have other ICMA-RC accounts with other employers and you wish to make a primary beneficiary change to those accounts, please fill out one form for each employer account.</p> <p>The primary beneficiary information you indicate here will supercede previously submitted information and will be used by ICMA-RC to determine the primary beneficiaries entitled to all or a portion of your plan account.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Name of Primary Beneficiary(ies)</th> <th style="width:10%;">Date of Birth</th> <th style="width:20%;">Relationship to you</th> <th style="width:20%;">Social Security Number</th> <th style="width:10%;">% of benefit *</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td><input type="checkbox"/> Spouse <input type="checkbox"/> Other: _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td><input type="checkbox"/> Spouse <input type="checkbox"/> Other: _____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p style="text-align: right;">*Must total 100%. Use whole percentages only.</p>	Name of Primary Beneficiary(ies)	Date of Birth	Relationship to you	Social Security Number	% of benefit *	_____	_____	<input type="checkbox"/> Spouse <input type="checkbox"/> Other: _____	_____	_____	_____	_____	<input type="checkbox"/> Spouse <input type="checkbox"/> Other: _____	_____	_____
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<p><b>4</b> <b>Contingent Beneficiary Change</b> (Please read important beneficiary information on the back of this form before completing this section.)</p>	<p>Complete this section <b>ONLY</b> if you want to change or add a contingent beneficiary. Otherwise, if you do not complete this section, your contingent beneficiary information will be according to your previous designation.</p> <p>The changes you indicate here will apply only to the plan account you indicated in section #1 above. If you have other ICMA-RC accounts with other employers and you wish to make a contingent beneficiary change to those accounts, please fill out one form for each employer account.</p> <p>The contingent beneficiary information you indicate here will supercede previously submitted information and will be used by ICMA-RC to determine the contingent beneficiaries entitled to all or a portion of your plan account.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Name of Contingent Beneficiary(ies)</th> <th style="width:10%;">Date of Birth</th> <th style="width:20%;">Relationship to you</th> <th style="width:20%;">Social Security Number</th> <th style="width:10%;">% of benefit *</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td><input type="checkbox"/> Spouse <input type="checkbox"/> Other: _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td><input type="checkbox"/> Spouse <input type="checkbox"/> Other: _____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p style="text-align: right;">*Must total 100%. Use whole percentages only.</p>	Name of Contingent Beneficiary(ies)	Date of Birth	Relationship to you	Social Security Number	% of benefit *	_____	_____	<input type="checkbox"/> Spouse <input type="checkbox"/> Other: _____	_____	_____	_____	_____	<input type="checkbox"/> Spouse <input type="checkbox"/> Other: _____	_____	_____
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<p><b>5</b> <b>Marital Status Change</b> - Please check one box.</p>	<p>Make this change <b>ONLY</b> to the following plan(s):</p> <p>Employer Plan Number: _____ Employer Plan Name: _____ State: _____</p> <p>Employer Plan Number: _____ Employer Plan Name: _____ State: _____</p> <p>New Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single</p>															
<p><b>6</b> <b>Authorizations</b></p>	<p>Participant Signature _____ Date _____</p>															



## Important Beneficiary Information

To ensure that any assets you have remaining in your account at your death are distributed according to your wishes, it is important that you provide as much information as possible about each of your beneficiaries. If we cannot locate your beneficiaries upon your death, your assets will be disbursed to your estate.

The IRS has certain rules governing disbursement of funds to beneficiaries. For example, some plans require that a spouse be named primary beneficiary unless he/she waives his/her rights. These rules are outlined in your employer's plan and in ICMA-RC's Participant and Beneficiary Withdrawal Packets. Please be sure to review this information thoroughly before designating beneficiaries on this form.

If you choose more than one beneficiary without indicating percentages, or if the percentages you allocate to your beneficiaries combined do not total 100%, we will allocate equal percentages totaling 100%.

### Primary Beneficiary(ies)

You may designate one or more persons to receive your assets upon your death. Be sure to use only whole percentages.

### Contingent Beneficiary(ies)

If none of your primary beneficiaries are living upon your death, your assets will be distributed to your contingent beneficiary(ies). You may specify one or several persons. Be sure to use only whole percentages.

If there is not enough space to add your beneficiaries, you may attach a separate sheet if necessary. Please check the appropriate box to indicate which type(s) of beneficiary you are changing, and write "see attached sheet" in the box(es) under "Name of Beneficiary".

**Note:** If a Social Security Number is not provided for beneficiaries, and/or ICMA-RC cannot locate the named beneficiaries, the account balance will be paid to your estate.