

**PERSONAL INFORMATION** (please print clearly using black or blue ink)

NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ APT: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 EMPLOYER NAME: \_\_\_\_\_

**INSTRUCTIONS**

1. If you designate a trust as a beneficiary, please include the trust name and trust date.
2. If you list more than one beneficiary, the total of all Primary and/or Contingent Beneficiaries must be in whole increments and equal 100%. If you need to add additional names, please use a separate piece of paper clearly labeling Primary or Contingent Beneficiaries.
3. If your Primary Beneficiary(ies) die(s) before you, then Plan benefits will be distributed to Contingent Beneficiary(ies).

**PRIMARY BENEFICIARY(IES)**

| Full Name and Address                                                                                                                                                                                                                                                                                              | Social Security Number  | Date of Birth                     | Relationship to You | Percent of Benefit*<br>(Whole % only, must total 100%) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------|---------------------|--------------------------------------------------------|
| 1<br>_____<br>_____<br>_____                                                                                                                                                                                                                                                                                       | _____<br>_____<br>_____ | ____/____/____<br>M M D D Y Y Y Y |                     | ___ __ .00%                                            |
| 2<br>_____<br>_____<br>_____                                                                                                                                                                                                                                                                                       | _____<br>_____<br>_____ | ____/____/____<br>M M D D Y Y Y Y |                     | ___ __ .00%                                            |
| 3<br>_____<br>_____<br>_____                                                                                                                                                                                                                                                                                       | _____<br>_____<br>_____ | ____/____/____<br>M M D D Y Y Y Y |                     | ___ __ .00%                                            |
| 4<br>_____<br>_____<br>_____                                                                                                                                                                                                                                                                                       | _____<br>_____<br>_____ | ____/____/____<br>M M D D Y Y Y Y |                     | ___ __ .00%                                            |
| *A Percent of Benefit must be provided for each Primary Beneficiary, even if only a single beneficiary is listed. The percent assigned to each Primary Beneficiary must be in whole increments and must total to 100%. Both of these requirements must be met in order for this form to be accepted and processed. |                         |                                   |                     | <b>100%</b>                                            |

| CONTINGENT BENEFICIARY(IES)                                                                                                                                                                                                                                                                                              |                        |                                   |                     |                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------|---------------------|--------------------------------------------------------|
| Full Name and Address                                                                                                                                                                                                                                                                                                    | Social Security Number | Date of Birth                     | Relationship to You | Percent of Benefit*<br>(Whole % only, must total 100%) |
| 1<br>_____<br>_____<br>_____                                                                                                                                                                                                                                                                                             | _____                  | ____/____/____<br>M M D D Y Y Y Y |                     | ____.00%                                               |
| 2<br>_____<br>_____<br>_____                                                                                                                                                                                                                                                                                             | _____                  | ____/____/____<br>M M D D Y Y Y Y |                     | ____.00%                                               |
| 3<br>_____<br>_____<br>_____                                                                                                                                                                                                                                                                                             | _____                  | ____/____/____<br>M M D D Y Y Y Y |                     | ____.00%                                               |
| 4<br>_____<br>_____<br>_____                                                                                                                                                                                                                                                                                             | _____                  | ____/____/____<br>M M D D Y Y Y Y |                     | ____.00%                                               |
| *A Percent of Benefit must be provided for each Contingent Beneficiary, even if only a single beneficiary is listed. The percent assigned to each Contingent Beneficiary must be in whole increments and must total to 100%. Both of these requirements must be met in order for this form to be accepted and processed. |                        |                                   |                     | <b>100%</b>                                            |

| AUTHORIZATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>I understand that I may revoke or change this designation at any time by filing a new designation of beneficiary in writing with PERA SmartSave and that by doing so, I revoke all prior designations.</p> <p>I understand that if none of the above-named beneficiary(ies) survive me, all benefits under the Plan will be distributed according to the provisions stated in the official plan document.</p> <p><i>I hereby certify that the information I furnished herein is true, accurate and complete.</i></p> <p><b>PARTICIPANT SIGNATURE</b> _____ <b>DATE</b> _____</p> |

## CHECKLIST

### PLEASE REVIEW YOUR APPLICATION CAREFULLY.

- ☐ Read the required instructions.
- ☐ Provided complete personal information including name, Social Security number, and marital status.
- ☐ Provided your Primary Beneficiary(ies). Make sure you have completed all the sections and that your percentages of benefit total 100%.
- ☐ Completed the Contingent Beneficiaries section (only if you want to have contingent beneficiaries). The total percent equals 100% of benefit.
- ☐ Listed the name, address, Social Security number, birth date and relationship of all Beneficiaries.
- ☐ Signed and dated your Beneficiary Designation (Authorized Signature). Must be dated in the last 90 days.
- ☐ Made a copy for your records and send the original to PERA SmartSave.

**You will receive a confirmation statement on your beneficiary elections. If you have any questions or need to obtain additional plan or account information, please go online at [PERASmartSave.voya.com](http://PERASmartSave.voya.com) or call the PERA SmartSave Service Center at 1-833-424-7283 (SAVE)(TTY/TTD users call 1-800-579-5708). Customer Service Associates are available Monday through Friday, 7:00 A.M. to 7:00 P.M. Mountain Time (excluding stock market holidays).**

**If your application is complete, please mail or fax the application and any additional documents to:**

#### **VIA FAX**

Voya Financial  
Attn: PERA SmartSave  
1-844-299-2373

#### **VIA MAIL**

Voya Financial  
Attn: PERA SmartSave  
P.O. Box 24747  
Jacksonville, FL 32241-4747

#### **VIA OVERNIGHT DELIVERY**

Voya Financial  
Attn: PERA SmartSave  
8900 Prominence Parkway  
Jacksonville, FL 32256-8264