

<Date>

<Participant Firstname Lastname>

<Address>

<City, State, Zip>

RE: Final Request for Confirmation of Beneficiary Designations

Dear <Participant Title Firstname Middlename Lastname>:

Enclosed is a confirmation of your beneficiary designations on file with the General Board of Pension and Health Benefits (General Board). It is important to keep your beneficiary information up to date. By ensuring that your beneficiary data remains current, we are able to distribute your assets according to your wishes and locate your beneficiary(ies) in the event of your death.

This confirmation has been sent to you by certified mail because we did not receive a response to any of the three letters we previously sent asking for an update or a confirmation of your beneficiary designations. Please review this confirmation carefully and take the appropriate action described below.

If the Information Is Correct

If your beneficiary designations and related information are correct, sign and return the confirmation to us either via fax at **1-847-866-5195**, scan the signed form and e-mail it to **prcwebteam@gbophb.org**, or send it in the enclosed envelope. Be sure to keep a copy for your records.

Your signature on the confirmation will help prevent any challenge to your designations upon your death. Do not make any changes and/or additions to the confirmation itself. Changes and/or additions can only be made using the enclosed *Designation of Beneficiary for Retirement and Welfare Plans* form.

To Change Your Designation(s) and/or Related Information

If you elect to change your beneficiary designations or related information, complete the enclosed *Designation of Beneficiary for Retirement and Welfare Plans* form, then sign and return it to us via fax at **1-847-866-5195**, scan the signed form and e-mail it to **prcwebteam@gbophb.org**, or send it in the enclosed envelope. Be sure to keep a copy for your records. Changes can only be made using this form.

If the percentage column on the enclosed confirmation is blank, please submit a *Designation of Beneficiary for Retirement and Welfare Plans* form indicating the share of benefits payable to each beneficiary. If this information is not received, any benefits payable upon your death will be distributed in equal shares.

In the unlikely event that the beneficiary(ies) shown on the confirmation do(es) not match what you believe is your most recent beneficiary designation, please complete the enclosed *Designation of Beneficiary for Retirement and Welfare Plans* form as directed above. **If we do not receive a completed form, the beneficiary(ies) shown on the confirmation will remain your beneficiary(ies) of record until you submit a new form.**

Spousal Consent

If you are married at the time of your death, your spouse will receive any benefits payable at the time of your death unless he or she has provided spousal consent to the designation of another beneficiary, as described on the *Designation of Beneficiary for Retirement and Welfare Plans* form. If you are not married at the time of your death and your confirmation reflects no beneficiary(ies), your estate will receive any benefits payable at the time of your death.

Beneficiary Designation(s) Do Not Guarantee Benefits

Please note that the General Board's receipt of a beneficiary form does not guarantee that you or your beneficiary(ies) will be entitled to benefits. If you checked the "All retirement plans" box in Part 3 of the beneficiary designation form, your beneficiary confirmation will list several General Board-administered plans, even though you may not currently—or ever—participate in all of them. Eligibility for benefits is determined by benefit plan rules.

For additional information about beneficiary designations, please visit **www.gbophb.org/retirement/articles/beneficiary.asp**. If you have any questions, please call the General Board at **1-800-851-2201**. Representatives are available Monday through Friday from 8:00 a.m. to 6:00 p.m., Central time.

Sincerely,

General Board of Pension and Health Benefits

Enclosures: *Confirmation of Designation of Beneficiary*
 Designation of Beneficiary for Retirement and Welfare Plans form
 Business Reply Envelope