

**Pre-Retirement Beneficiary Designation Form
INSTRUCTIONS**

Designating a Beneficiary

You may designate any person or legal entity as your beneficiary.

A designation of beneficiary must be in writing, signed and dated. To be valid, the designation must be received and accepted by the Pension Office before your death.

Beneficiary Information - Provide the name, relationship, date of birth and social security number for each beneficiary listed. Relationship types may include spouse, former spouse, sister, brother, mother, father, son, daughter, or friend.

Spouse/Former Spouse as Beneficiary - A beneficiary designation providing a death benefit to your spouse is deemed void at the time your marriage is terminated and your former spouse is treated as predeceasing you unless "former spouse" is specifically listed as your relationship on this form. If your marital status changes, it is advisable that you complete and submit an updated beneficiary designation form.

Changing your Beneficiary - You may from time to time change your designated beneficiary by filing a new form. Upon such change, the rights of all previously designated beneficiaries to receive any benefit under the plan will cease. The consent of a beneficiary will not be required to effectuate any change.

Benefits - Beneficiary benefits will be based on the actively employed death benefit provisions in the Boca Raton, Florida, Code of Ordinances, Article III, Section 12-84 (10).

Primary Beneficiaries – Will receive the proceeds as long as they are alive and legally capable of receiving the benefit. The percentage assigned to your primary beneficiaries must total 100%.

Contingent Beneficiaries – Will receive the proceeds only if all primary beneficiaries are deceased or not eligible due to disqualification by law. The percentage assigned to your contingent beneficiaries must total 100%.