

Member Information Form— DEFINED BENEFIT PLAN(S)

This form provides information to Colorado PERA in order to set up your PERA Defined Benefit (DB) Plan account if you are a new PERA member. This form can also be used to update personal information already on file with PERA.

If you are a retiree who is currently receiving a monthly benefit, do not complete this form. PERA will not update your account based on this form for beneficiary changes, please complete a *Retiree Named Beneficiary Change Form* and return it to PERA.

In addition, if you are a retiree returning to work for a PERA employer, please complete and return the *Retiree Working for a PERA Employer Form*, which can be found in the *Working After Retirement* booklet.

NEW MEMBERS

Upon receipt of the attached form, PERA will establish a DB Plan account for you.

Being a PERA member means that while you're working, a percentage of your paycheck will automatically go into your retirement account. Your employer also contributes to PERA. We then invest those dollars on your behalf. When you retire, you will get money from PERA every month for the rest of your life, or you can take those dollars with you if you leave this job before retirement.

Please complete this form and return it to your personnel office. See www.copera.org for current contribution rates and more information about your PERA benefits.

CHANGING INFORMATION

If you are changing information already on file with PERA, send the form to PERA and provide your employer with a copy. Changes made on this form take effect upon receipt of the completed form at PERA.

If you have changed your name since sending your initial *Member Information Form*, PERA also requires a new copy of your signed Social Security card.

To change your address, phone number, email, or to sign up for electronic delivery of PERA information, log into your PERA account on www.copera.org with your User ID and password. You may also call PERA's Customer Service Center at **1-800-759-7372**.

Changing PERA Life Insurance, PERAPLus 401(k) and 457 Plans, or PERADC Plan Information

- » If you are enrolled in PERA-sponsored life insurance and have changed employers, notify your new employer to deduct your life insurance premium. If you want to change your life insurance beneficiary(ies), call Unum toll-free at **1-866-277-1649** or go to PERA's website at www.copera.org and log into your account using your User ID and password and select "Life Insurance" under the "Account Home" menu.
- » If you have a PERAPLus 401(k)/457 Plan, or PERA DC Plan account, and need to change your name, address, or phone number, complete the *PERA Account(s) Address Change Form*. If you need to make beneficiary changes to your PERAPLus 401(k)/457 Plan, or PERA DC Plan, complete the respective *PERAPLus 401(k)*, *PERAPLus 457*, or *PERA DC Plan Beneficiary Designation* form. You can obtain the forms online at coperaplus.org or by calling 1-833-4-COPERA (833-436-7372). You can also make beneficiary changes by logging into your account at Empower using your User ID and password, and navigating to the plan you wish to update on the right side of the screen. From there, select "Beneficiaries" under the "Account Overview" menu and follow the prompts to add or update your beneficiary information. Beneficiary information will need to be updated across each plan separately.
- » If you have a PERAPLus 401(k) Plan account and are transferring from or are currently employed by another PERA employer and actively contributing, notify your new employer's payroll office so that contributions may continue through your new employer.

MEMBER INFORMATION FORM—DEFINED BENEFIT PLAN(S) INSTRUCTIONS

Please read all of the following information before completing the form beginning on page 3:

- » Type or print in black ink and sign the form. Please do not send photocopies of the form or staple, tape, or glue items to it.
- » As a result of the merger between PERA and the Denver Public Schools Retirement System (DPSRS), you may have two DB Plan accounts with PERA—one under the PERA benefit structure and one under the DPS benefit structure. If you have two DB Plan accounts, changes under the “Member Information” section will be made to both DB Plan accounts (if applicable).
- » If you need to list additional named beneficiaries, complete the “Additional Named Beneficiaries” section on page 4. Be sure to also sign page 4 or your beneficiaries will not be added/changed. If you need to add more beneficiaries than space allows on page 4, please attach a separate sheet with the type of beneficiary (primary or contingent), name(s), relationships, Social Security numbers, birthdates, addresses, and your signature. This page must be signed or your beneficiaries will not be added/changed.

If you complete any beneficiary information on the form and submit the form to PERA, you are canceling and replacing all of your previously named beneficiaries. If you want to continue any previous designations, you must fully name all named beneficiaries on the form or on a separate list submitted with the form.

Named Beneficiary Information

If you have a DB Plan account in both the PERA and DPS benefit structures, use the check boxes on the form to indicate if your requested beneficiary changes apply to one or both of your DB Plan accounts. If you do not check a box, the beneficiary changes will be made to both DB Plan accounts (if applicable). Any change in marital or civil union status, including divorce, annulment, or any dissolution or declaration of invalidity of your marriage, does not nullify your designation of a named beneficiary.

Beneficiary Definitions:

- » **Primary Beneficiary**—beneficiary to receive payment. If you have more than one primary beneficiary, payment will be divided equally among all primary beneficiaries.
- » **Contingent Beneficiary**—person to receive payment if your primary beneficiary(ies) is deceased. If you list more than one contingent beneficiary, payment will be divided equally among them.

Survivor Benefit Information

If you have more than one year of service under the PERA benefit structure or more than five years under the DPS benefit structure, state law specifies who receives monthly benefits after you die. Survivor benefits are different under the PERA and DPS benefit structure DB Plan accounts; see the *Survivor Benefits* booklet for detailed information.



Member Information Form—Defined Benefit Plan(s)

Colorado Public Employees' Retirement Association
PO Box 5800, Denver, Colorado 80217-5800
1-800-759-PERA (7372) • Fax: 303-863-3727 • www.copera.org



Member SSN

_____|_____|_____| ____|____| ____|____|____|____|

Read the instructions on page 2 before completing this form. Be sure to sign and date this form as well as any enclosures. If you are a retiree who is currently receiving a monthly benefit and would like to change your beneficiary, do not complete this form. Please complete the *Retiree Named Beneficiary Change Form* and return it to PERA.

Member Information

I am: A New PERA Member Changing PERA Information (Complete any information you are changing and sign.)

Name _____
Last First MI Former Name

Birthdate ____/____/____ Sex: Female Male Unspecified
Month/Day/Year

Home Telephone (____) _____ Work Telephone (____) _____

Mailing Address _____
Street, Route, or Box Number, and Apt. Number City State ZIP Code

Email Address _____

Sign up for electronic delivery of PERA information? Yes No

Spouse's Name _____
Last First MI

Spouse's Birthdate ____/____/____ Spouse through: Marriage Civil Union
Month/Day/Year

Named Beneficiary

Complete this section to list the primary and contingent named beneficiary(ies) of your PERA DB Plan account(s).

If you have additional named beneficiaries, complete the page on the reverse.

Note: Your designation can only be changed by you. Your divorce, annulment, or any dissolution or declaration of invalidity of your marriage WILL NOT revoke the beneficiary named below as your designated beneficiary unless you revoke the designation by submitting a new form. Colorado Revised Statute § 15-11-804 does not act to revoke a spouse's designation as a beneficiary.

Beneficiary for: PERA Benefit Structure DB Plan Account DPS Benefit Structure DB Plan Account
 Apply to Both DB Plan Accounts

Note: If you do not check a box, the beneficiary designation will be made to both DB Plan accounts, if applicable.

Primary Beneficiary:

Name _____ Relationship _____ SSN _____ Birthdate ____/____/____
Street, Route, or Box Number, and Apt. Number City State ZIP Code

Contingent Beneficiary:

Name _____ Relationship _____ SSN _____ Birthdate ____/____/____
Street, Route, or Box Number, and Apt. Number City State ZIP Code

Sign Here → Member Signature _____ **Date** _____

To Be Completed by Employer

For new employees only.

Employer No. _____ Employer Name _____
Date _____ Starting Salary _____
Job Title _____ Date Employed _____



Member Information Form—Defined Benefit Plan(s) (continued)

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Your Name _____ Your SSN _____

Additional Named Beneficiaries

Complete this section only if you have additional primary and contingent named beneficiaries.

See page 2 for primary and contingent named beneficiary definitions.

Primary Beneficiary(ies):

Name	Relationship	SSN	Birthdate
Street, Route, or Box Number, and Apt. Number	City	State	ZIP Code
Name	Relationship	SSN	Birthdate
Street, Route, or Box Number, and Apt. Number	City	State	ZIP Code
Name	Relationship	SSN	Birthdate
Street, Route, or Box Number, and Apt. Number	City	State	ZIP Code

Contingent Beneficiary(ies):

Name	Relationship	SSN	Birthdate
Street, Route, or Box Number, and Apt. Number	City	State	ZIP Code
Name	Relationship	SSN	Birthdate
Street, Route, or Box Number, and Apt. Number	City	State	ZIP Code
Name	Relationship	SSN	Birthdate
Street, Route, or Box Number, and Apt. Number	City	State	ZIP Code

Sign Here → Member Signature _____ Date _____

(If including additional named beneficiaries above)