



# OFFICE OF RETIREMENT SERVICES

Serving the Customers of the Judges, Public School Employees,

State Employees, and State Police Retirement Systems

PO Box 30171, Lansing, MI 48909-7671 www.michigan.gov/ors/

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## State Employees' Sick Leave Payout Beneficiary Designation

The State Employees' Early Out retirement programs require that your sick leave payout be disbursed over a five-year (60-month) period. In the event of your death prior to receiving your final sick leave payment, the beneficiary(ies) you designate on this form would receive the balance of your sick leave payments.

### Section 1: Member Information: *Please print or type.*

MEMBER NAME	SOCIAL SECURITY NUMBER*	DATE OF BIRTH*
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**Section 2: Beneficiary Designation:** *The beneficiary(ies) you select does not need to be the same as on your State Employees' Early Out Retirement Application form (R510G) or State Employees' Legislative Early Out Retirement Application (R547G). You may choose only one primary and one secondary beneficiary. However, if your children are to be your beneficiaries, you may designate more than one of your children. NOTE: All surviving children listed as beneficiaries will share equally.*

### Primary Beneficiary: *(Use additional sheets if necessary.)*

BENEFICIARY NAME	BIRTHDATE*	SOCIAL SECURITY NUMBER*
BENEFICIARY ADDRESS		RELATIONSHIP TO MEMBER
BENEFICIARY NAME	BIRTHDATE*	SOCIAL SECURITY NUMBER*
BENEFICIARY ADDRESS		RELATIONSHIP TO MEMBER
BENEFICIARY NAME	BIRTHDATE*	SOCIAL SECURITY NUMBER*
BENEFICIARY ADDRESS		RELATIONSHIP TO MEMBER

### Secondary Beneficiary: *(Use additional sheets if necessary.)*

BENEFICIARY NAME	BIRTHDATE*	SOCIAL SECURITY NUMBER*
BENEFICIARY ADDRESS		RELATIONSHIP TO MEMBER
BENEFICIARY NAME	BIRTHDATE*	SOCIAL SECURITY NUMBER*
BENEFICIARY ADDRESS		RELATIONSHIP TO MEMBER
BENEFICIARY NAME	BIRTHDATE*	SOCIAL SECURITY NUMBER*
BENEFICIARY ADDRESS		RELATIONSHIP TO MEMBER

**Section 3: Certification:** *I instruct my Human Resource (HR) office, in the event of my death, to pay all sick leave compensation due me to my primary beneficiary(ies). If my primary beneficiary is not living, my HR office shall pay my secondary beneficiary(ies). If neither my primary nor my secondary beneficiary(ies) is living, it shall pay my estate.*

MEMBER SIGNATURE	DATE
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## **Sick Leave Payout at Death of an Early Out Retiree**

The legislation providing for the State Employees' 2002 Early Out and Legislative Early Out retirement programs require that the value of your sick leave balance be paid to you over a five year (60-month) period. If you should die before receiving all of your sick leave payments, your final sick leave payments would be paid according to the primary and secondary beneficiary designation on the front of this form. If there is no valid beneficiary designation on file with the Office of Retirement Services (ORS), payment will be made to your estate, in accordance with the instructions of a court.

Designation of a beneficiary is not mandatory; however, it is recommended. Your beneficiary can be the same as the beneficiary named on your retirement application (either the State Employees' 2002 Early Out Retirement Application [R510G] or the Legislative Early Out Retirement Application [R547G]), OR you can designate a different individual. You may select ONE primary beneficiary and ONE secondary beneficiary. However, if you wish to designate your children as beneficiaries, you may name more than one of your children, with survivors sharing equally. In the event of death of the primary beneficiary, the secondary beneficiary shall be paid.

### **Changing your sick leave payout beneficiary designation**

You may change your sick leave payout beneficiary(ies) at any time by completing a new State Employees' Sick Leave Payout Beneficiary Designation form (R511G) and returning it to ORS. Any time you experience a life-changing event, such as divorce, marriage, or beneficiary's death, you should review this designation to determine if a new beneficiary should be named.

The death of an individual named as beneficiary will void the designation of that person as a beneficiary, but does not void other designated beneficiaries on the same R511G.

**It is wise to keep a copy of this form with your will, insurance policies, and/or other valuable papers. This will better ensure that these benefits will not be overlooked in the event of your untimely death.**