



TRUST FOR THE
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS®
PENSION BENEFIT FUND

900 Seventh Street, NW • Washington, DC 20001 • 202.833.7000

ATTENTION

“A” MEMBERS, LOCAL UNIONS AND BENEFIT FUND OFFICES

Please Note: Effective November 7, 2018, the IBEW Pension Benefit Fund will now accept clear, legible copies of beneficiary designation forms (Form 124), which may be mailed, faxed*, or emailed** to the IBEW International Office.

(* **Faxes/emails will only be accepted from local union offices and the stamp/seal **MUST** be visible)

Beneficiary Designation Form Guidelines and Instructions:

IT IS THE RESPONSIBILITY OF THE “A” MEMBER TO DESIGNATE AND/OR MAKE CHANGES TO HIS/HER BENEFICIARY DESIGNATIONS DUE TO LIFE EVENTS (e.g. marriage, divorce, death of a beneficiary, etc.)

1). PLEASE READ THE FOLLOWING BEFORE COMPLETING A FORM.

Article XI of the *IBEW Constitution* states that the death benefit is automatically payable to the following individual(s) if no other beneficiary is designated.

- Member’s spouse, or if none;
- Member’s children in equal shares, or if none;
- Member’s parents in equal shares, or if none;
- Member’s estate

If the above order of priority is satisfactory to the member, it is not necessary to complete a beneficiary designation form; however, if a member wishes to specifically name a beneficiary or change the beneficiary previously elected, he/she must complete a new beneficiary designation form. It is preferred that the form be completed online and printed for the member’s and notary/local union signature. However, if member is unable to complete the form online, he/she must use ink and print legibly. **If the form submitted is not legible, it will not be accepted.**

2). PLEASE REVIEW THE FOLLOWING BEFORE SUBMITTING THE FORM:

- Member must have at least 6 months or more “A” membership to qualify for a death benefit.
- Member must name at least one primary beneficiary before selecting any contingent beneficiaries.
- Each form must be signed and dated by the member **only**, even in cases of those appointed Power of Attorney (POA), or Guardian/Conservator.
- A local union official or notary **MUST WITNESS** the signature of member, sign, date, and stamp/seal designated space.

3). PLEASE FORWARD COMPLETED FORMS TO:

IBEW PBF
900 7th Street NW
Washington, DC 20001

Email: Pension@IBEW.org

Fax: (202)728-6138

Effective November 2018, PBF will begin accepting clear, legible copies of beneficiary designation forms (Form 124), which may be mailed, faxed, or emailed to the PBF.

*Faxes/emails will only be accepted from local union offices and the stamp/seal **MUST** be visible. Emailed forms must be PDF documents; .jpg will not be accepted.*

A confirmation letter indicating the beneficiary designation(s) will be mailed to the member’s home address once the form has been processed.