



Department of
Veterans Affairs

Office of Human Resources and Administration
Worklife and Benefits Service (058)

Fact Sheet - Designation of Beneficiary

The purpose of a designation of beneficiary is to determine how your benefits are to be distributed in the event of your death. It is **your responsibility** to ensure that your beneficiary forms remain accurate and reflect your intentions. Benefits will be paid based only on a valid designation. If you have changes in your family status (such as marriage or divorce) **without** a corresponding change in designation of beneficiary, that may result in benefits not being paid as you had intended. For example, a divorce **does not invalidate** a designation that names your former spouse as your beneficiary - **you must submit a new beneficiary form**. You do not need to complete a designation of beneficiary if you want the benefits distributed according to the standard order of precedence described on the back of each form. Be sure that **two people witness and sign the completed form**. Listed below are the various beneficiary forms and the web sites where they may be downloaded. Please contact your local Human Resources office for additional information and guidance.

FORM NUMBER	PURPOSE OF DESIGNATION	DOWNLOAD FORM FROM	MAIL FORM TO
SF 2823, Designation of Beneficiary (Federal Employees' Group Life Insurance)	Determines how proceeds from your life insurance are distributed upon your death.	http://www.opm.gov/forms/pdf_fill/sf2823.pdf You may also obtain this form by visiting your local Human Resources office.	Your servicing Human Resources office.
SF 1152, Designation of Beneficiary (Unpaid Compensation of Deceased Civilian Employee)	Determines how any unpaid salary and lump sum annual leave are distributed.	http://www.opm.gov/forms/pdfimage/sf1152.pdf You may also obtain this form by visiting your local Human Resources office.	Your servicing Human Resources office.
SF 3102, Designation of Beneficiary (Federal Employees Retirement System) SF 2808, Designation of Beneficiary (Civil Service Retirement System)	Designates who is to receive a lump-sum payment which may become payable under FERS or CSRS. It does not affect the right of any person who is eligible for survivor annuity benefits.	<u>FERS:</u> http://www.opm.gov/forms/pdf_fill/sf3102.pdf <u>CSRS:</u> http://www.opm.gov/forms/pdfimage/sf2808.pdf You may also obtain these forms by visiting your local Human Resources office.	Your servicing Human Resources office.
TSP-3, Thrift Savings Plan Designation of Beneficiary	Determines how money that is invested in the TSP is distributed upon your death.	http://www.tsp.gov/forms/tsp3web.pdf You may also obtain this form by visiting your local Human Resources office.	Thrift Savings Plan Service Office National Finance Center P. O. Box 61135 New Orleans, LA 70161-11