

INSTRUCTION SHEET

TDA DESIGNATION OF BENEFICIARY

TDA Designation of Beneficiary form applies only to monies accrued under the Tax Deferred Annuity Program. It may not be used to change your beneficiary(ies) with respect to other death benefits payable by the New York City Board of Education Retirement System. You may change your beneficiary(ies) at any time by filing a new designation with BERS. Only the latest form filed with BERS will be honored.

Any beneficiary named by you to receive payment will only be entitled if living at the time the payment is due. If you have not designated a beneficiary at the time of your death or if none of the beneficiaries, designated by you to receive a payment, is living at the time the payment is due, payment will be made to your estate. In determining the existence, identity, ages and any other facts related to your beneficiaries, whether as a class or otherwise, BERS may rely solely on any affidavit or other written evidence deemed satisfactory to it. Additionally, any payment made by BERS in reliance thereon shall be a valid discharge of BERS' obligation with respect to the payment.

The beneficiary designation form is designed to give you great flexibility in directing the payments of any benefits which may be payable upon your death. **Following are examples of how you can complete this form.**

1. If you wish to merely list the names of two or more beneficiaries, those listed who are living at the due date of any payment will share such payment equally.
2. If you wish the second beneficiary to receive the payment only if the first beneficiary is not living on the due date of such payment (and the third beneficiary to receive payment if neither the first or second beneficiary is living on such date) include the word "otherwise" after the prior beneficiary is listed. For example:

BENEFICIARY 1	Mary	MI	Doe						
	11 Main Street								
	New York	N.Y.	10101			0 8 / 0 3 / 1 9 4 0			
	Otherwise							100%	
BENEFICIARY 2	Sally	MI	Doe						
	22 Main Street								
	New York	N.Y.	10101			0 4 / 3 0 / 1 9 6 2			
	Otherwise							100%	
BENEFICIARY 3	Fanny	MI	Doe						
	33 Main Street								
	New York	N.Y.	10101			0 7 / 1 7 / 1 9 1 6			
								100%	

3. If you wish the second and third beneficiaries to share equally, but they are to receive payment only if the first beneficiary is not living on the due date of such payment, complete the form as in the following example:

BENEFICIARY 1	Mary	MI	Doe						
	11 Main Street								
	New York	N.Y.	10101			0 8 / 0 3 / 1 9 4 0			
	Otherwise							100%	
BENEFICIARY 2	Sally	MI	Doe						
	22 Main Street								
	New York	N.Y.	10101			0 4 / 3 0 / 1 9 6 2			
	And							50%	
BENEFICIARY 3	David	MI	Doe						
	66 Main Street								
	New York	N.Y.	10101			1 1 / 0 5 / 1 9 6 3			
								50%	

Must total 100%

