KPPA

Kentucky Public Pensions Authority

Retiree Beneficiary Change
Retiree Self Service

Beneficiary Designation

Effective June 29, 2021

As outlined by House Bill 87, a retiree may have the option to change their payment option and/or beneficiary under limited circumstances:

1. Non-Survivorship Payment Options- retired members may change their beneficiary designation at any time if their initial payment election is one of the following: Basic, Annuity, Social Security Adjustment Option without Survivor Rights, or a life with period certain option (10, 15, or 20 years).

2. Marriage- if a retiree marries or remarries, he/she may name his/her new spouse as the beneficiary within 120 days of marriage and elect a new payment option.

HB 87 established a window for retirees who married/remarried prior to June 29, 2021. The new spouse and new survivorship payment option must be filed with KPPA by January 1, 2022.

Beneficiary Designation Ct'd.

- A Form 6035, Beneficiary and Payment Option Change, must be filed by logging into the Retiree Self Service account.

- The spouse's date of birth verification and a copy of the marriage certificate must be uploaded to the account, to initiate this change.

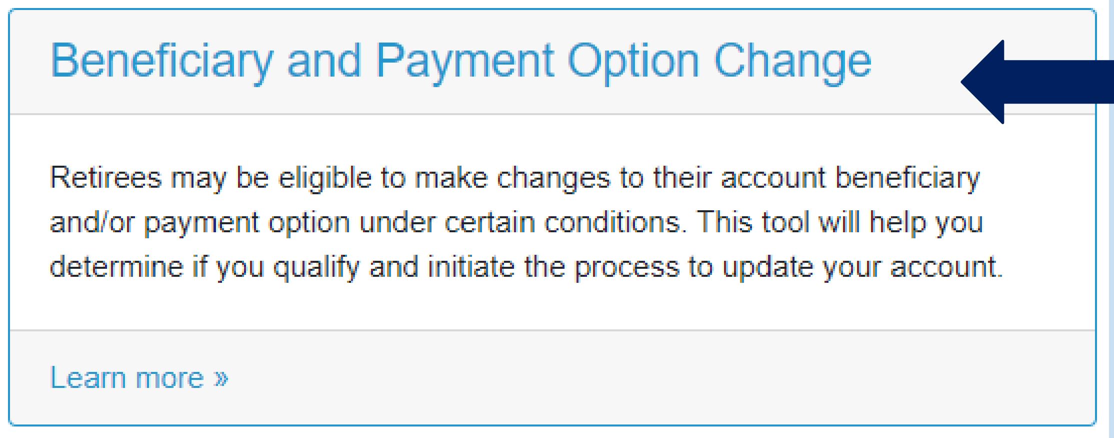
  - **Acceptable forms of date of birth verification include a copy of any of the following:** birth certificate, state issued driver's license, U.S. Passport, Military ID or Discharge, Immigration and Naturalization records.

Retired members should log into their Self Service account to initiate the process to designate a new spouse as beneficiary and elect to change payment option.

KPPA
Kentucky Public Pensions Authority

Changing your Beneficiary and Payment Option In Retiree Self Service

Retiree Self Service



The link to the Beneficiary Change is on the main page of Retiree Self Service, below the Health Insurance Enrollment tile.

There is no link to the module in the dropdowns at this time.

Retiree Self Service

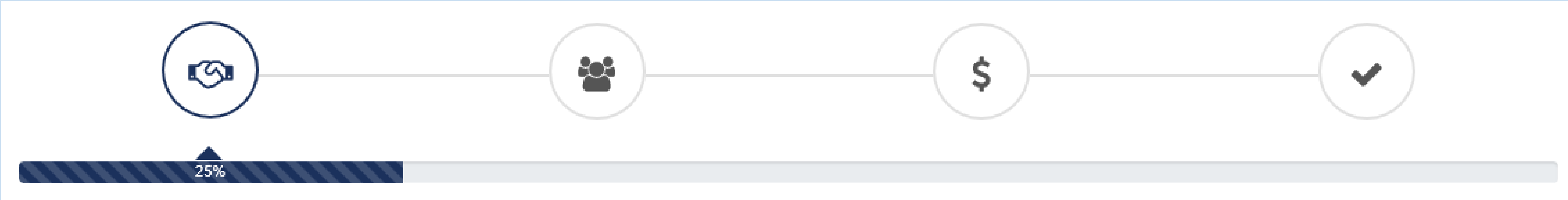
KRS 61.542 outlines the conditions which must be met for a retiree to change their beneficiary and payment option. Read the conditions carefully and review acceptable forms of date of birth verification and marriage verification before keying your 4-digit KPPA PIN.

Retiree Self Service

Updating the Beneficiary and Payment Option

The module to update the **beneficiary and payment option** is a four-tab wizard. Each step in the wizard must be completed before moving to the next tab. You may can go back in the wizard to any step, but must tab forward using the NEXT button.

The status bar shows the retiree's progression through the module upon completing each step.



Retiree Self Service

Updating the Beneficiary and Payment Option

The first tab allows the retiree to choose which reason they are updating the beneficiary:

1. The retiree has married or remarried since retirement and wishes to update the beneficiary and payment option,

OR

2. The retiree initially chose a non-survivorship option and wishes to update the beneficiary only.

The current Retirement Option, Retirement Date, and Net Monthly Benefit is displayed.

Please read the instructions for each section and complete all information requested.

Next →

Spouse Information

You are receiving the following payment(s) that may be eligible for account beneficiary and/or payment option changes.

Member ID	Retirement Date	Retirement System(s)	Retirement Option	Payee Type	Net Monthly Benefit Amount
[redacted]	8/1/2014	KERS	Survivorship 66 2/3%	RETIREE	$2,734.16

Please choose which one of the following scenarios applies to you:

○ I wish to change the beneficiary of my account to my spouse as a result of marriage or remarriage AND select from recalculated payment options to provide survivorship benefits.

◉ I am receiving a monthly retirement payment under the Basic option, Life with 10 year certain, Life with 15 year certain, Life with 20 year certain, or the Social Security Adjustment Option without Survivor Rights, and wish to change the beneficiary of my account. Making this beneficiary change will not result in a change to the payment option selected at the time of retirement. If you are uncertain of your current payment option you can find that information in the Account Summary Section of Retiree Self Service.

** Required field*

Notice: The process to update your account is not complete until you provide all required information through this webform and our office receives all required documentation and/or forms. If you exit this webform before completing and submitting it, no information will be saved. Once you successfully complete and submit the webform, you will receive a confirmation message, sent to your Self Service internal message center, for your records.

Next →

Example:
This member has the Survivorship 66 2/3% payment option. Therefore, the only option to change a beneficiary is the first one, indicating they have married or remarried since their retirement date (August 2014).

Next →

Spouse Information

You are receiving the following payment(s) that may be eligible for account beneficiary and/or payment option changes.

Member ID	Retirement Date	Retirement System(s)	Retirement Option	Payee Type	Net Monthly Benefit Amount
[illegible]	8/1/2014	KERS	Survivorship 66 2/3%	RETIREE	$2,734.16

Please choose which one of the following scenarios applies to you:

- (selected) I wish to change the beneficiary of my account to my spouse as a result of marriage or remarriage AND select from recalculated payment options to provide survivorship benefits.
- I am receiving a monthly retirement payment under the Basic option, Life with 10 year certain, Life with 15 year certain, Life with 20 year certain, or the Social Security Adjustment Option without Survivor Rights, and wish to change the beneficiary of my account. Making this beneficiary change will not result in a change to the payment option selected at the time of retirement. If you are uncertain of your current payment option you can find that information in the Account Summary Section of Retiree Self Service.

** Required field*

Notice: The process to update your account is not complete until you provide all required information through this webform and our office receives all required documentation and/or forms. If you exit this webform before completing and submitting it, no information will be saved. Once you successfully complete and submit the webform, you will receive a confirmation message, sent to your Self Service internal message center, for your records.

Next →

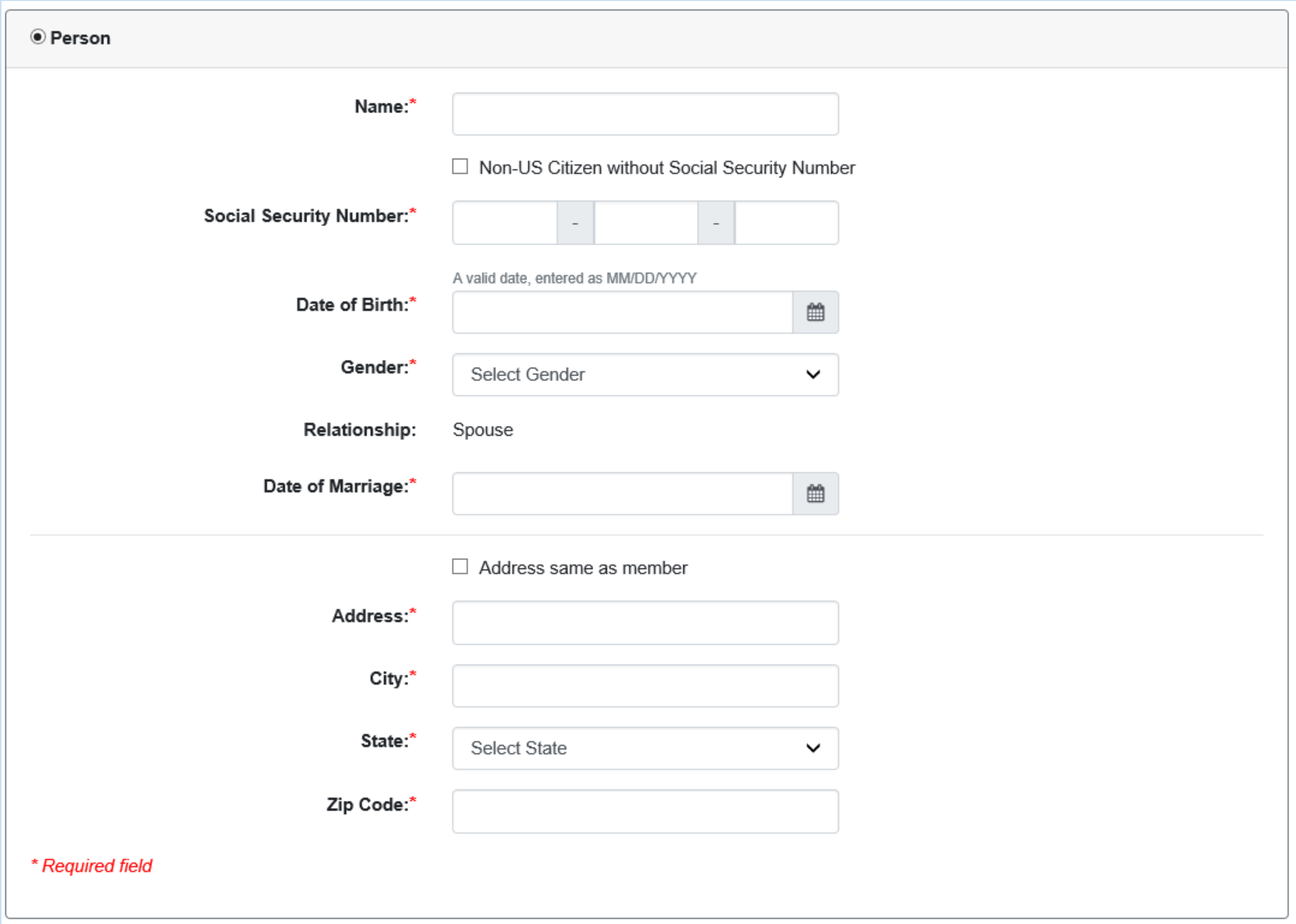
Please correct the following:

- You have no eligible retirement payments for this Beneficiary and Payment Option Change scenario. If you believe you are receiving this message in error please contact our office at 1-800-928-4646 for further assistance.

If a retiree has a survivorship benefit and chooses the second option in the module, they will receive an error message.

Retiree Self Service

Updating the Beneficiary and Payment Option



The second tab shows the fields necessary to complete if changing both the beneficiary and the option.

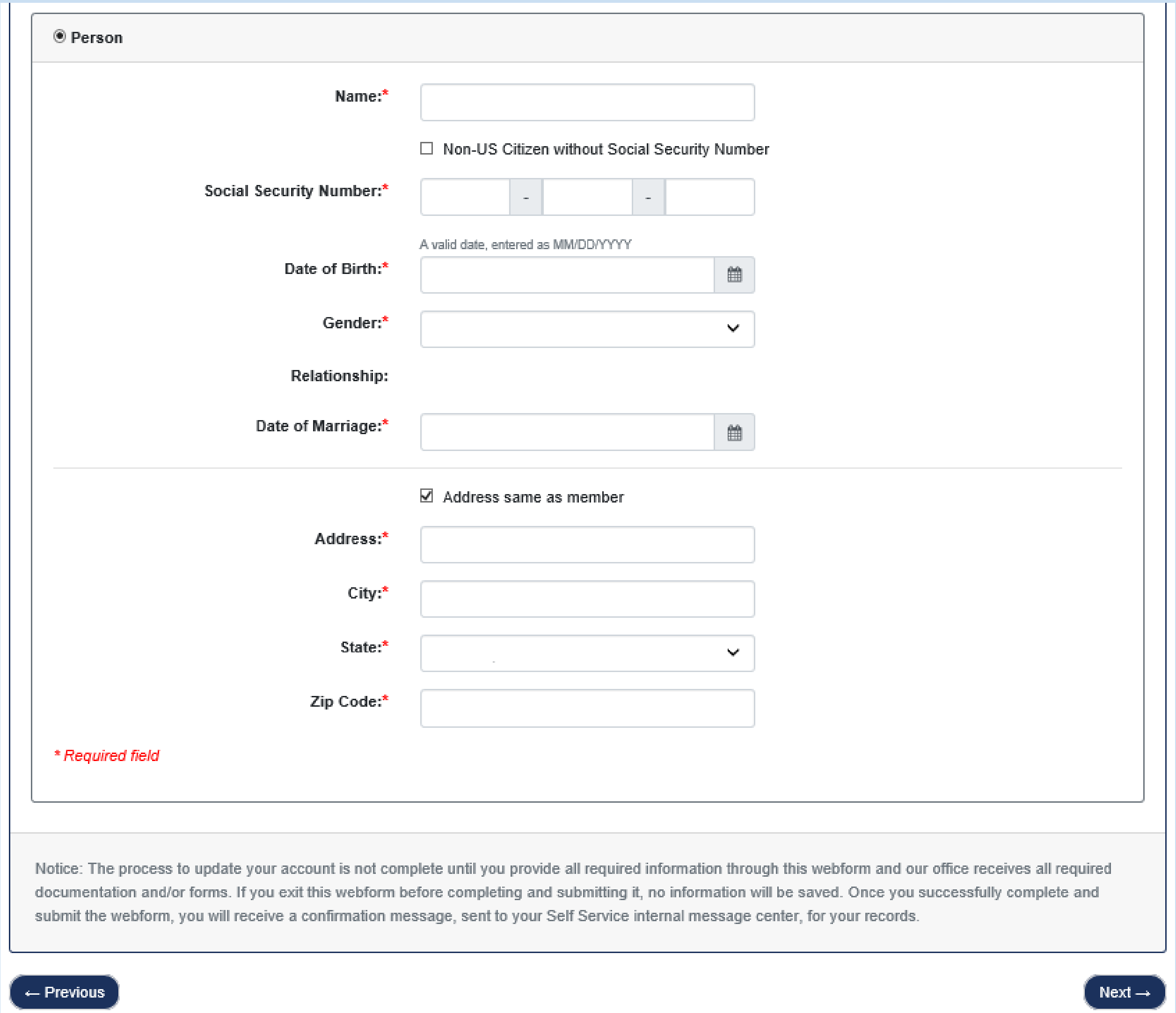
The retiree must complete the following fields concerning the new beneficiary:

- Name
- SSN
- Date of Birth
- Gender
- Date of Marriage
- Address

The relationship status is defaulted to "Spouse." KRS 61.452 does not allow the retiree to name anyone or entity other than the spouse when changing both the beneficiary and the option.

Retiree Self Service

Updating the Beneficiary and Payment Option



Example:
The information needs to be completed on the second tab before clicking, NEXT. If the retiree attempts to wizard without completing, an error message will appear and the retiree will not be allowed to move on until the required fields are complete.

All fields must be completed.

Retiree Sel

Updating the Beneficiary and Payn

Next, self service will recalculate the retiree's retirement benefit based upon the new beneficiary's date of birth, the retiree's date of birth, and their ages at the date of the Qualifying Event. All of the available options will be displayed, as well as the current payment for the retiree's comparison.

IMPORTANT NOTE: Programming changes are ongoing, therefore some retirees may not be able to use the self service module at this time. Retirees who have the SSAO options currently, receiving a Disability retirement or have a QDRO will have to contact KPPA to receive a calculation. If this applies to you, a message will display in self service.

ONLY RETIREES WHICH RECEIVE THE MESSAGE SHOULD CONTACT KPPA FOR CALCULATIONS. All others will be expected to use RSS.

Payment Option(s)

Below are the recalculated payment options from which you are eligible to choose. Please upload a copy of your beneficiary's date of birth verification and a copy of your marriage certificate. Once you have uploaded documentation, you may then submit this request to change your beneficiary and payment option. Our office will mail you Form 6050 to complete and return to select your new payment option.

Current Option	Monthly	Survivor Monthly
Survivorship 66 2/3%	3012.06	0.00

Available Option(s)	Monthly	Survivor Monthly
Survivorship 100% / Life Annuity	2954.58	2954.58
Survivorship 50%	3066.15	1533.08
Survivorship 66 2/3%	3028.04	2018.67

NOTE- On the first tab, the payment amount the retiree is currently receiving is the net payment. On this tab, the gross payment is displayed. KPPA is working to correct the issue.

Retiree Self Service

Updating the Beneficiary and Payment Option

Certification and Authorization

I, [redacted], In lieu of benefits I am currently eligible to receive from the Kentucky Employees Retirement System, County Employees Retirement System, and/or State Police Retirement System ("the Systems"), elect to change my retirement account beneficiary and to have my monthly retirement payment options recalculated. I understand that this election is irrevocable. I understand I will be sent Form 6050 Payment Option Change Designation to select a survivorship payment option for my spouse. I understand that the Form 6050 Payment Option Change Designation must be received in the retirement office by the due date listed on the form, otherwise my current monthly retirement payment option and beneficiary will remain. I understand that my election to change my monthly retirement payment option will be effective the month following the Systems' receipt of my Form 6050 Payment Option Change Designation and **will not be made retroactive**.

* ☐ I have read, understand and agree to the above policy and procedure.

The retiree must check the box verifying that they have read and understand the conditions of the beneficiary change.

Entering your PIN number below will act as your digital signature for this document.

Enter PIN here:*

Submit Cancel

** Required field*

Notice: The process to update your account is not complete until you provide all required information through this webform and our office receives all required documentation and/or forms. If you exit this webform before completing and submitting it, no information will be saved. Once you successfully complete and submit the webform, you will receive a confirmation message, sent to your Self Service internal message center, for your records.

Document(s) uploaded: 0

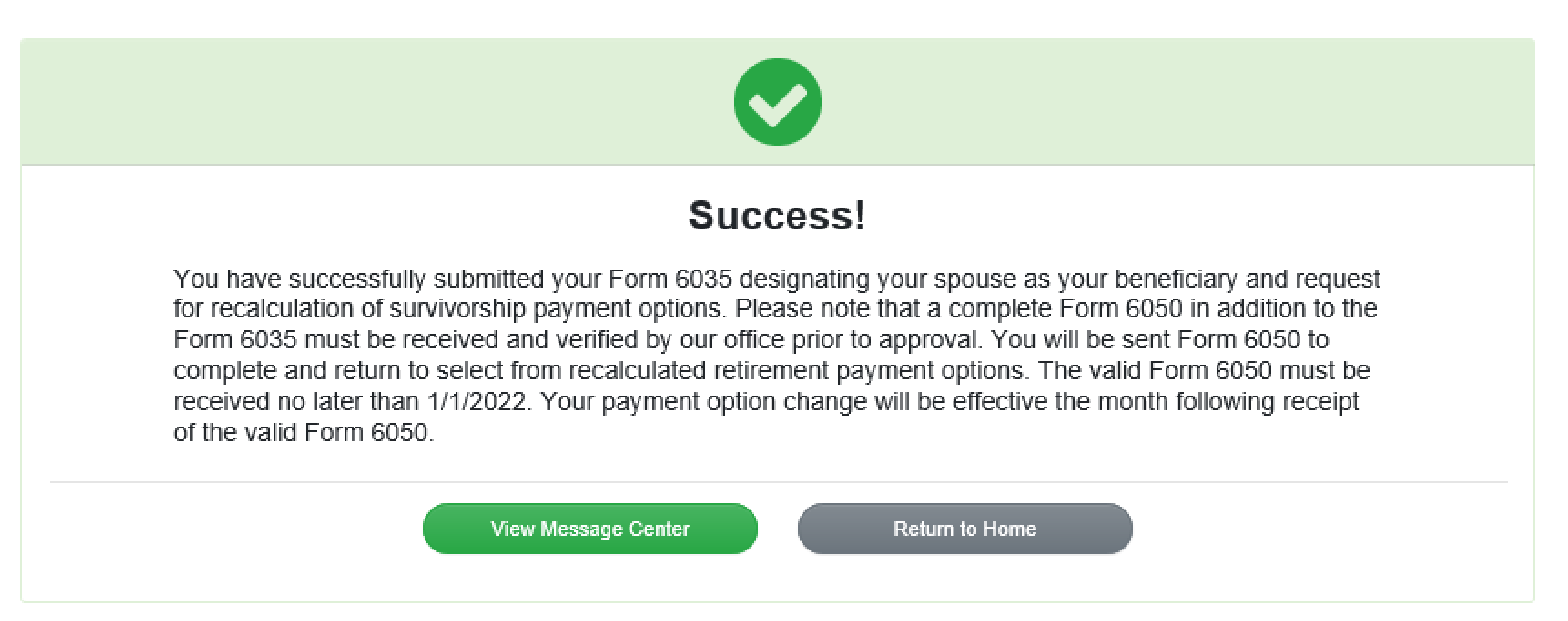
Upload Document

At the bottom of the third tab is another section for the retiree to enter their 4-digit KPPA PIN; this serves as an electronic signature. To upload date of birth verification and the marriage certificate, click the green, UPLOAD DOCUMENT button.

The retiree must upload the documentation before submitting; documentation is required to submit the request.

Retiree Self Service

Updating the Beneficiary and Payment Option



Once the documentation is uploaded and the retiree submits the online form, the results tab will appear. The Form 6035 will be electronically generated in KPPA's system and the retiree will receive an email notification, and a copy of Form 6035 in the RSS Message Center.

A KPPA representative will determine the retiree's eligibility and verify the uploaded forms required have been submitted before a recalculation is initiated to process the request. The Form 6050 and a cover letter for the retiree will be mailed to allow the retiree to elect a new payment option.

Retiree Self Service

Updating the Beneficiary and Payment Option

KENTUCKY PUBLIC PENSIONS AUTHORITY
1260 Louisville Road • Frankfort, KY 40601
Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov

Print Form

Form 6035
07/2021

Beneficiary and Payment Option Change

NOTICE: Retired members may be eligible to make changes to their account beneficiary and/or payment option under certain conditions. This form is not valid unless it is completed correctly and received in the retirement office prior to the member's death.

Member Information Please provide your Member ID or Social Security Number in the Member ID box below.

Member Name:		Member ID:	
Address:	City: LEXINGTON	State: KY	Zip Code: 40502-1553
Member's Date of Birth:	Email:		

Retirement Account Beneficiary Designation: If you have multiple retirement dates, please complete a form for each retirement date.

☒ Kentucky Employees Retirement System (KERS)
☐ County Employees Retirement System (CERS)
☐ State Police Retirement System (SPRS)

Retirement Date: 8/1/2014

Marital Status

Is this beneficiary change due to your recent (within 120 days) marriage or remarriage? ☒ Yes ☐ No

A retired member receiving a monthly retirement allowance who marries or remarries after retiring may make a one-time election within 120 days of marriage or remarriage to provide monthly survivorship benefits to his/her new spouse by designating the new spouse as beneficiary. Upon receipt of a valid Form 6035, the retirement office will mail additional forms for you to complete and return. All forms must be received in the retirement office by the end of the month to be effective with the following month's retirement payment; changes to a member's retirement payment option will not be retroactive.

Any new survivorship payment option shall be actuarially equivalent to the monthly payment option the member was receiving prior to the change and shall not impact any other benefits otherwise payable to an alternate payee under a valid Qualified Domestic Relations Order already on file at the retirement office.

You must provide date of birth verification and a copy of your marriage certificate with this form. Acceptable forms of date of birth verification include a copy of any of the following: birth certificate, state issued driver's license, U.S. Passport, Military ID or Discharge, Immigration and Naturalization records.

Spouse Name: Eleanor Roosevelt	Date of Marriage or Remarriage: 01/10/2011		
Spouse Social Security Number: 111-22-2323	Date of Birth: 07/08/1968	Gender: Female	
Address: 181 SHERMAN AVE	City: LEXINGTON	State: KY	Zip Code: 40502-1553

CERTIFICATION AND AUTHORIZATION

If you are eligible and you choose to submit changes using this form, the change made to your account beneficiary is irrevocable.

In lieu of benefits I am currently eligible to receive from the Kentucky Employees Retirement System, County Employees Retirement System and/or State Police Retirement System ("the Systems"), I elect to change my retirement account beneficiary, and to have my monthly retirement payment options recalculated. I understand that this election is irrevocable.

If changing my payment option, I understand that I will be sent Form 6020, Payment Option Change Designation, to select a survivorship payment option for my spouse. I understand that the Form 6020, Payment Option Change Designation, must be received by the retirement office within 120 days of the date of marriage or remarriage, otherwise, my current monthly retirement payment option will remain but the monthly benefit amount associated with that option may change as a result of the beneficiary designation made. I understand that my election to change my monthly retirement payment option will be effective the month following the Systems' receipt of my Form 6020 and will not be made retroactive.

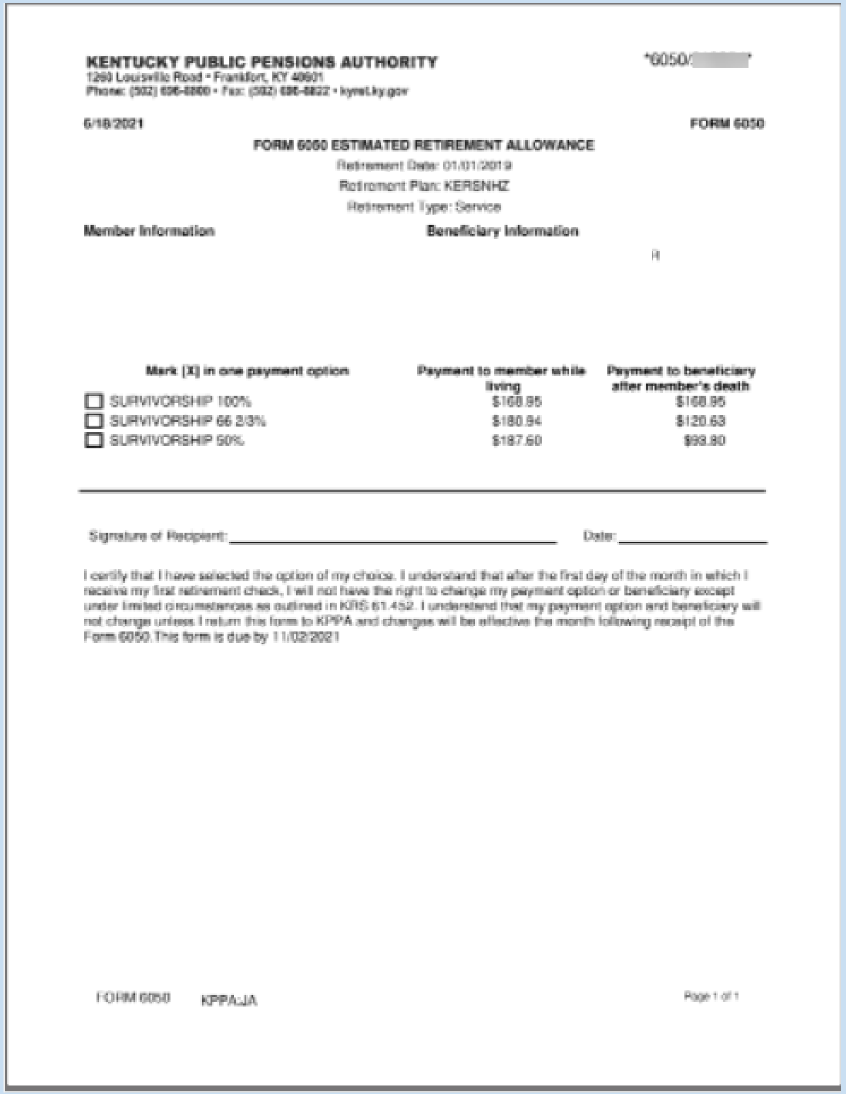
Your Signature: DIGITAL SIGNATURE ON FILE Member I

Date: 07/26/2021

This is a sample Form 6035. Once KPPA representatives are able to determine the retiree's eligibility to update their beneficiary and option, a recalculation is initiated with the new beneficiary's information.

Retiree Self Service

Updating the Beneficiary and Payment Option



KENTUCKY PUBLIC PENSIONS AUTHORITY
1260 Louisville Road • Frankfort, KY 40601
Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov

6050/[illegible]

6/18/2021 **FORM 6050**

FORM 6050 ESTIMATED RETIREMENT ALLOWANCE
Retirement Date: 01/01/2019
Retirement Plan: KERSNHZ
Retirement Type: Service

Member Information **Beneficiary Information**

Mark [X] in one payment option	Payment to member while living	Payment to beneficiary after member's death
☐ SURVIVORSHIP 100%	$168.95	$168.95
☐ SURVIVORSHIP 66 2/3%	$180.94	$120.63
☐ SURVIVORSHIP 50%	$187.60	$93.80

Signature of Recipient: ____________________ Date: ____________

I certify that I have selected the option of my choice. I understand that after the first day of the month in which I receive my first retirement check, I will not have the right to change my payment option or beneficiary except under limited circumstances as outlined in KRS 61.452. I understand that my payment option and beneficiary will not change unless I return this form to KPPA and changes will be effective the month following receipt of the Form 6050. This form is due by 11/02/2021

FORM 6050 KPPA:JA Page 1 of 1

The Form 6050 is sent to the retiree once a recalculation is prepared. It displays the available payment options associated with the new beneficiary and marriage date.

When returned, the new payment option is keyed, and the previous beneficiary is nullified.

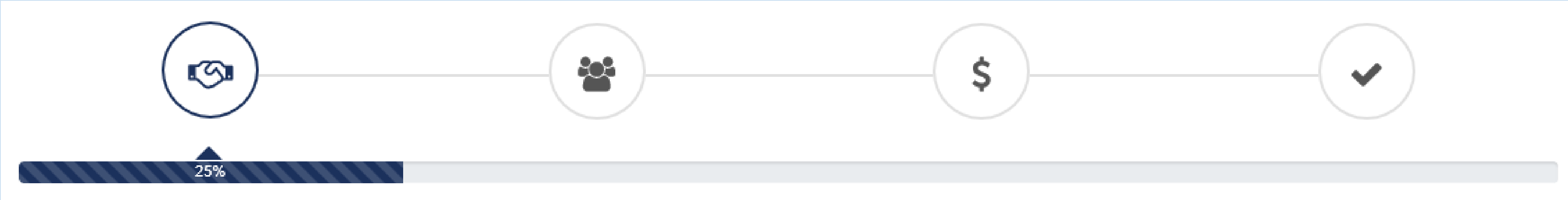
Changing your Payment Option (ONLY) In Retiree Self Service

Retiree Self Service

Updating the Beneficiary

The module to **update the beneficiary** displays a four-tab wizard. However, there are only three steps. Each step in the wizard must be completed before moving to the next tab. The retiree can go back in the wizard to any step, but must tab forward using the NEXT button.

This is the status bar that shows the progression through the module to its completion.



Retiree Self Service
Updating the Beneficiary

Again, the retiree chooses which reason they are updating the beneficiary:

1. They have married or remarried since retirement and they wish to update the beneficiary and payment option;
OR
2. They have a non-survivorship option and wish to update the beneficiary only.

This member has the basic option, so they have the option of changing the beneficiary to anyone.

Note: They can also change their payment option if they married or remarried since their retirement date using the new spouse. We'll assume in this example the Retiree did not remarry, and only wants to change the existing beneficiary.

Spouse Information

You are receiving the following payment(s) that may be eligible for account beneficiary and/or payment option changes.

Member ID	Retirement Date	Retirement System(s)	Retirement Option	Payee Type	Net Monthly Benefit Amount
[illegible]	7/1/2018	KERS	Basic	RETIREE	$1,667.33

Please choose which one of the following scenarios applies to you:

○ I wish to change the beneficiary of my account to my spouse as a result of marriage or remarriage AND select from recalculated payment options to provide survivorship benefits.

◉ I am receiving a monthly retirement payment under the Basic option, Life with 10 year certain, Life with 15 year certain, Life with 20 year certain, or the Social Security Adjustment Option without Survivor Rights, and wish to change the beneficiary of my account. Making this beneficiary change will not result in a change to the payment option selected at the time of retirement. If you are uncertain of your current payment option you can find that information in the Account Summary Section of Retiree Self Service.

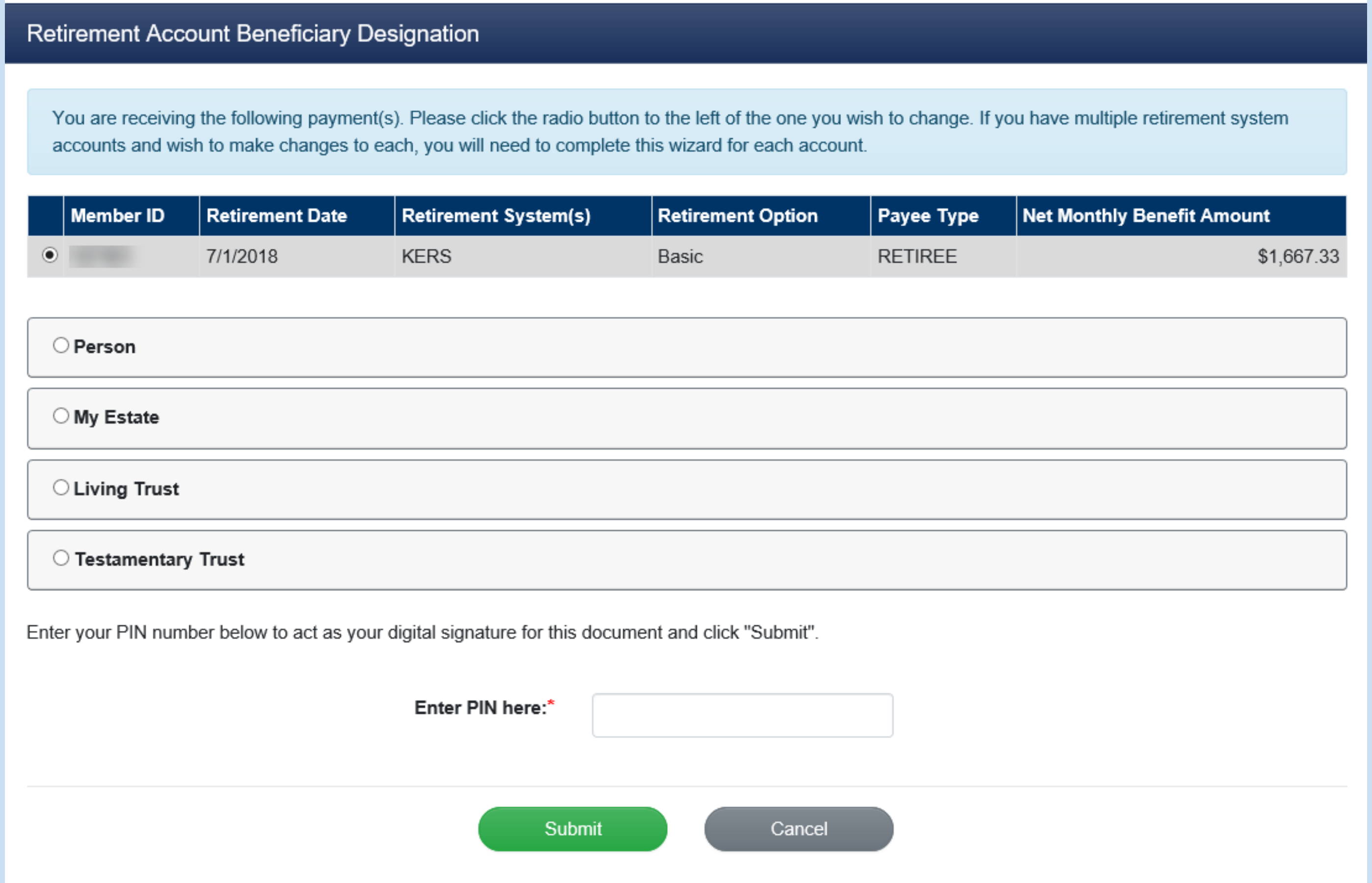
** Required field*

Notice: The process to update your account is not complete until you provide all required information through this webform and our office receives all required documentation and/or forms. If you exit this webform before completing and submitting it, no information will be saved. Once you successfully complete and submit the webform, you will receive a confirmation message, sent to your Self Service internal message center, for your records.

Retiree Self Service

Updating the Beneficiary

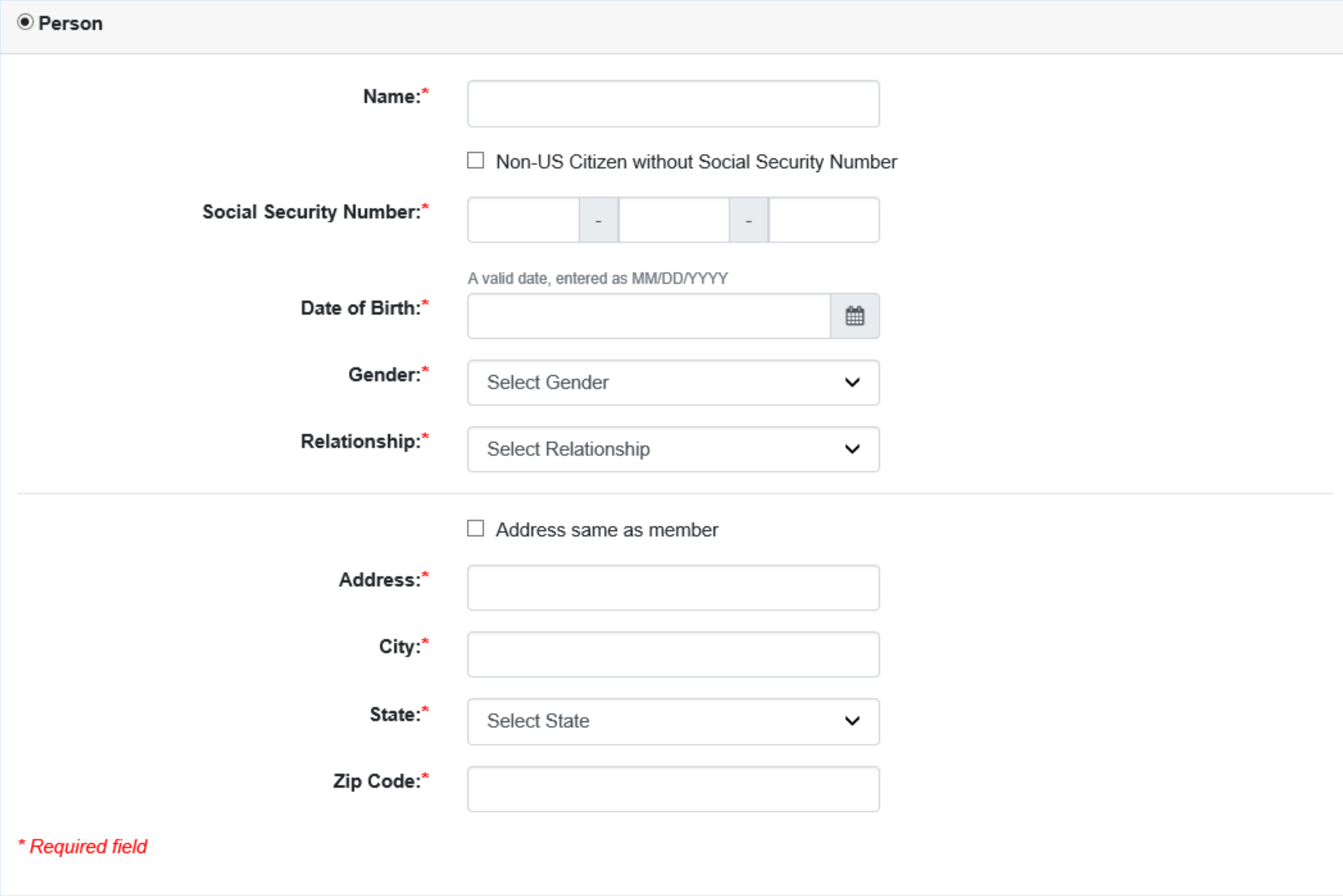
To update the beneficiary, the retiree must choose one of the options indicated on the second tab of the module.
It can be any person, the Estate, a Testamentary Trust, or a Living Trust.



Retiree Self Service

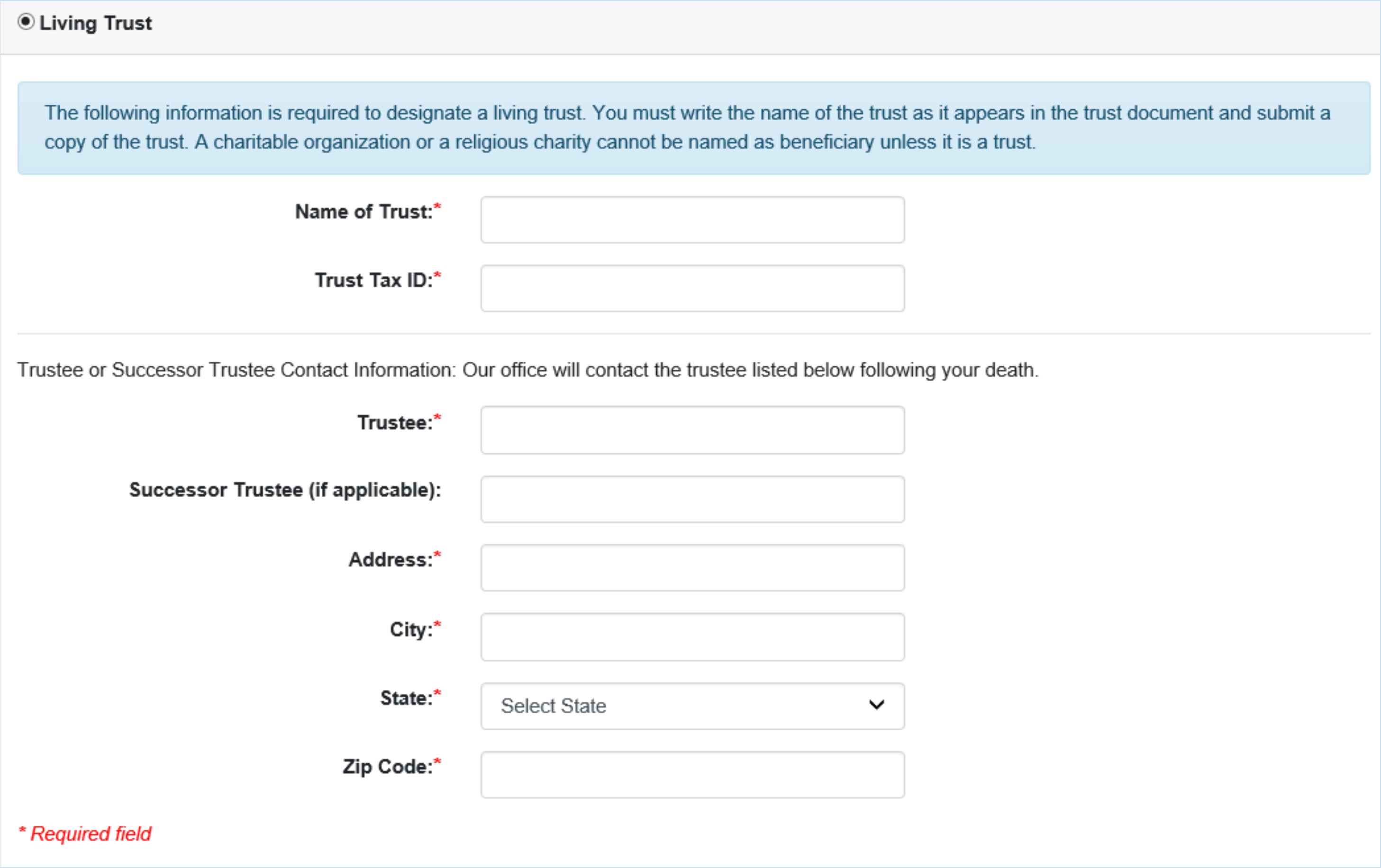
Updating the Beneficiary

If a person is chosen, the wizard requires the demographic information of the beneficiary, including SSN and address.
Note that the relationship dropdown is active; it does not have to be a spouse.



Retiree Self Service
Updating the Beneficiary

If a Living Trust is chosen, the retiree must complete the fields involving the Trust. Additionally, trust documentation must be submitted to KPPA.



Living Trust

The following information is required to designate a living trust. You must write the name of the trust as it appears in the trust document and submit a copy of the trust. A charitable organization or a religious charity cannot be named as beneficiary unless it is a trust.

Name of Trust:*

Trust Tax ID:*

Trustee or Successor Trustee Contact Information: Our office will contact the trustee listed below following your death.

Trustee:*

Successor Trustee (if applicable):

Address:*

City:*

State:* Select State

Zip Code:*

** Required field*

Retiree Self Service

Updating the Beneficiary

◉ **My Estate**

No additional information required.

◉ **Testamentary Trust**

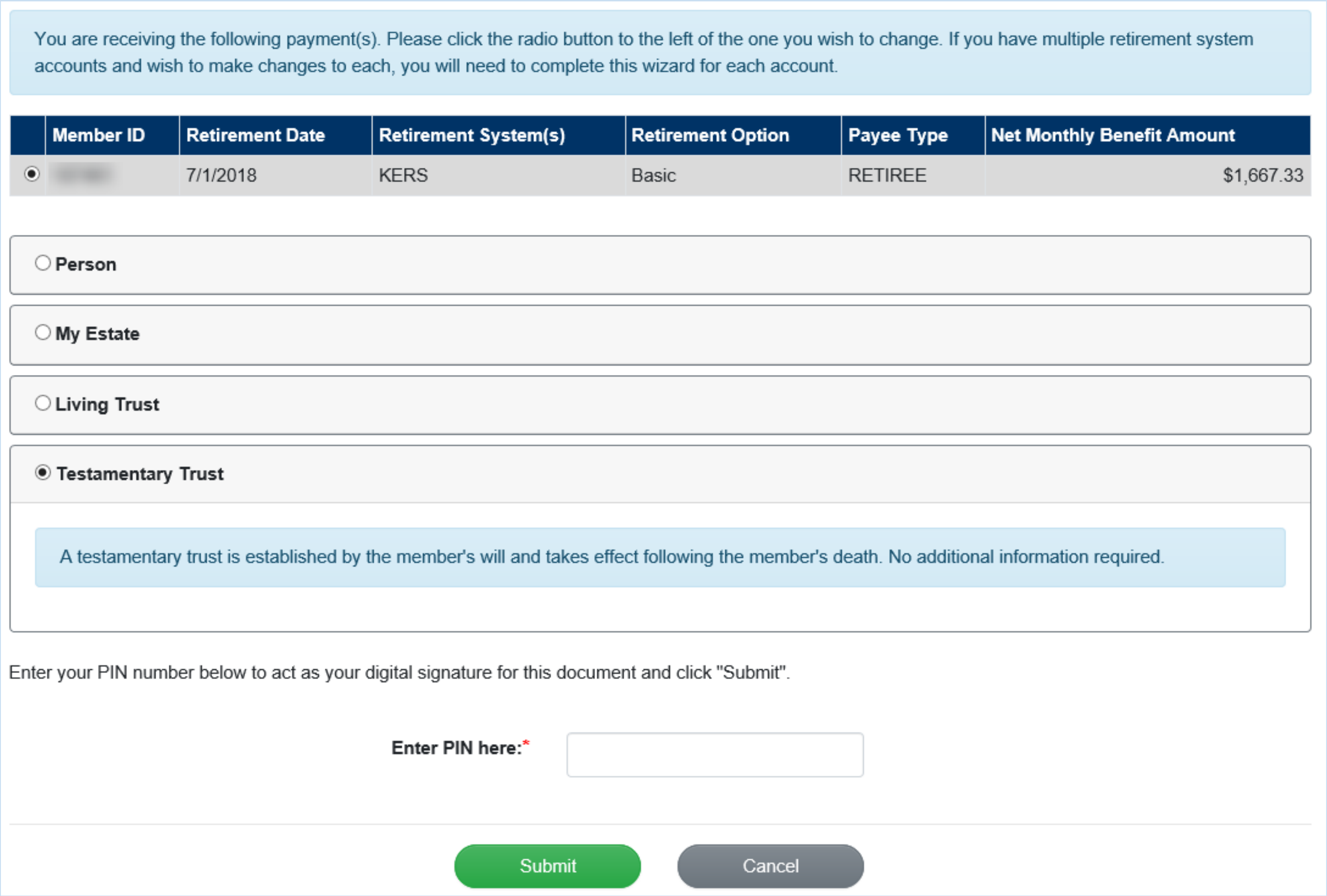
A testamentary trust is established by the member's will and takes effect following the member's death. No additional information required.

If a Testamentary Trust or Estate is chosen, no other information is needed.

Retiree Self Service

Updating the Beneficiary

Once the beneficiary is selected, the retiree is required to re-enter the 4-digit KPPA PIN to submit the request.



You are receiving the following payment(s). Please click the radio button to the left of the one you wish to change. If you have multiple retirement system accounts and wish to make changes to each, you will need to complete this wizard for each account.

	Member ID	Retirement Date	Retirement System(s)	Retirement Option	Payee Type	Net Monthly Benefit Amount
◉		7/1/2018	KERS	Basic	RETIREE	$1,667.33

○ **Person**

○ **My Estate**

○ **Living Trust**

◉ **Testamentary Trust**

A testamentary trust is established by the member's will and takes effect following the member's death. No additional information required.

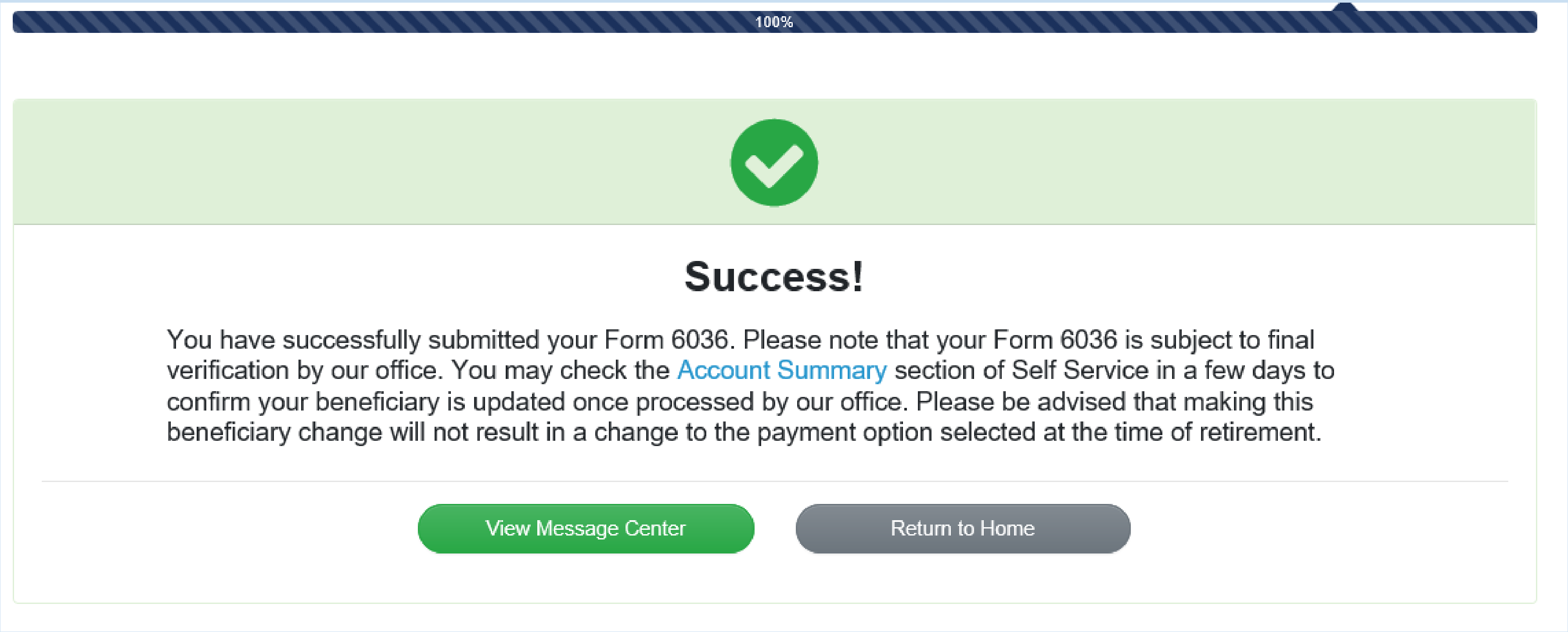
Enter your PIN number below to act as your digital signature for this document and click "Submit".

Enter PIN here:*

Submit

Cancel

Retiree Self Service
Updating the Beneficiary



Once submitted, the retiree will be navigated to the last tab, the Form 6036 will be submitted electronically to KPPA, and the retiree will receive an email notification about the change. A copy of Form 6036 can be viewed in the RSS Message Center.

Retiree Self Service

Updating the Beneficiary

KENTUCKY PUBLIC PENSIONS AUTHORITY
1260 Louisville Road • Frankfort, KY 40601
Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov

Form 6036
07/2021

Beneficiary Designation Change

NOTICE: Retired members may be eligible to make changes to their account beneficiary under certain conditions. This form is not valid unless it is completed correctly and received in the retirement office prior to the member's death.

Member Information Please provide your Member ID or Social Security Number in the Member ID box below.

Member Name:		Member ID:	
Address:	City: LEXINGTON	State: KY	Zip Code: 40502-1553
Member's Date of Birth: 12/15/1969	Email:		

Retirement Account Beneficiary Designation: If you have multiple retirement dates, please complete a form for each retirement date.

- [x] Kentucky Employees Retirement System (KERS)
- [ ] County Employees Retirement System (CERS)
- [ ] State Police Retirement System (SPRS)

Retirement Date: 8/1/2014

Please select one of the beneficiary types below by checking the appropriate box and provide the required information.
Retired members receiving a monthly retirement allowance under the Basic, Social Security Adjustment Option without Survivor Rights, or a life with period certain payment option may elect to change his/her beneficiary by filing this form with the retirement office. Please note that making this beneficiary change does not change the payment option selected at retirement. You cannot name yourself as beneficiary.

- [x] **Person**

Name: jane blane		Social Security Number: 111-22-3333	
Date of Birth: 12/15/1969	Relationship: Spouse	Gender: Female	
Address: 181 SHERMAN AVE	City: LEXINGTON	State: KY	Zip Code: 40502-1553

- [ ] **My Estate**

No additional information required.

- [ ] **Living Trust**

The following information is required to designate a living trust. <u>You must write the name of the trust as it appears in the trust document and submit a copy of the trust with this form.</u> A charitable organization or a religious charity cannot be named as beneficiary unless it is a trust.

Name of Trust:		Trust Tax ID:	

Trustee or Successor Trustee Contact Information: Our office will contact the trustee listed below following your death.

Name:			
Address:	City:	State:	Zip Code:

- [ ] **Testamentary Trust**

A testamentary trust is established by the member's will and takes effect following the member's death. No additional information required.

CERTIFICATION AND AUTHORIZATION

If you are eligible and you choose to submit changes using this form, the change made to your account beneficiary is irrevocable.

In lieu of benefits I am currently eligible to receive from the Kentucky Employees Retirement System, County Employees Retirement System and/or State Police Retirement System ("the Systems"), I elect to change my retirement account beneficiary, and to have my monthly retirement payment options recalculated, if applicable. I understand that this election is irrevocable.

Your Signature: DIGITAL SIGNATURE ON FILE   Member ID: 112039

Date: 06/09/2021

This is a sample Form 6036 that is sent to update the beneficiary only.

Beneficiary Changes

THINGS TO CONSIDER:

- If the retiree is under 62 they can also see the SSAO with Survivorship Option if KPPA has an Age 62 SSAO documentation on file.
- The payment option and beneficiary are not changed until the retiree returns a completed Form 6050. The payment amount will not be adjusted back to the QE date.
- If the member is updating the beneficiary only, it will be changed when the retiree submits a valid Form 6036.

Legal Notice

If you have any questions about the material in this presentation please contact KPPA at 1-800-928-4646.

This presentation is intended merely as a general information reference for members within any of the systems operated by the KPPA.

This presentation is not intended as a substitute for applicable Federal or state law, nor will its interpretation prevail should a conflict arise between its contents and applicable Federal or state law.

Before making decisions about your retirement, you should contact Kentucky Public Pensions Authority.

KPPA
Kentucky Public Pensions Authority