

# Member Information Form— DEFINED BENEFIT PLAN(S)

This form provides information to Colorado PERA in order to set up your PERA Defined Benefit (DB) account if you are a new PERA member. This form can also be used to update personal information already on file with PERA.

If you are a retiree who is currently receiving a monthly benefit, do not complete this form. PERA will not update your account based on this form for beneficiary changes, please complete a *Retiree Named Beneficiary Change Form* and return it to PERA. In addition, if you are a retiree returning to work for a PERA employer, please complete and return the *Retiree Working for a PERA Employer Form*, which can be found in the *Working After Retirement* booklet.

## NEW MEMBERS

Upon receipt of the attached form, PERA will establish a DB Plan account for you.

Being a PERA member means that while you're working, a percentage of your paycheck will automatically go into your retirement account. Your employer also contributes to PERA. We then invest those dollars on your behalf. When you retire, you will get money from PERA every month for the rest of your life, or you can take those dollars with you if you leave this job before retirement.

Please complete this form and return it to your personnel office. See [www.copera.org](http://www.copera.org) for current contribution rates and more information about your PERA benefits.

## CHANGING INFORMATION

If you are changing information already on file with PERA, send the form to PERA and provide your employer with a copy. Changes made on this form take effect upon receipt of the completed form at PERA.

If you have changed your name since sending your initial *Member Information Form*, PERA also requires a new copy of your signed Social Security card.

To change your address, phone number, email, or to sign up for electronic delivery of PERA information, log into your PERA account on [www.copera.org](http://www.copera.org) with your User ID and password. You may also call PERA's Customer Service Center at 1-800-759-7372.

## Changing PERA Life Insurance, PERAPLus 401(k) and 457 Plans, or PERA DC Plan Information

- » If you are enrolled in PERA-sponsored life insurance and have changed employers, notify your new employer to deduct your life insurance premium. If you want to change your life insurance beneficiary(ies), call Unum toll-free at 1-866-277-1649 or go to PERA's website at [www.copera.org](http://www.copera.org) and log into your account using your User ID and password and select "Life Insurance" under the "Benefit Programs" menu.
- » If you have a PERAPLus 401(k)/457 Plan, or PERA DC Plan account, and need to change your name, address, or phone number, complete the *PERA Account(s) Address Change Form*. If you need to make beneficiary changes to your PERAPLus 401(k)/457 Plan, or PERA DC Plan, complete the respective *401(k)*, *457*, or *PERA DC Plan Beneficiary Designation Form*. You can obtain the forms online at [www.copera.org](http://www.copera.org) or by calling 1-800-759-7372 and selecting the PERAPLus/DC Plan option. You can also make beneficiary changes by logging into your account using your User ID and password and choosing the appropriate plan under the "Benefit Programs" drop-down menu. Once you are in your PERAPLus or PERA DC Plan account, select "Add/Edit Beneficiary" from "Beneficiary Information" under the "Personal Info" drop-down menu.
- » If you have a PERAPLus 401(k) Plan account and are transferring from or are currently employed by another PERA employer and actively contributing, notify your new employer's payroll office so that contributions may continue through your new employer. If you have a PERAPLus 457 Plan and need to add or change employers, log into your PERA account and select "457 Account Access" under "Benefit Programs."

## MEMBER INFORMATION FORM—DEFINED BENEFIT PLAN(S) INSTRUCTIONS

Please read all of the following information before completing the form beginning on page 3:

- » Type or print in black ink and sign the form. Please do not send photocopies of the form or staple, tape, or glue items to it.
- » As a result of the merger between PERA and the Denver Public Schools Retirement System (DPSRS), you may have two DB Plan accounts with PERA—one under the PERA benefit structure and one under the DPS benefit structure. If you have two DB Plan accounts, changes under the "Member Information" section will be made to both DB Plan accounts (if applicable).
- » If you need to list additional named beneficiaries, complete the "Additional Named Beneficiaries" section on page 4. Be sure to also sign page 4 or your beneficiaries will not be added/changed. If you need to add more beneficiaries than space allows on page 4, please attach a separate sheet with the type of beneficiary (primary or contingent), name(s), relationships, Social Security numbers, birthdates, addresses, and your signature. This page must be signed or your beneficiaries will not be added/changed.

If you complete any beneficiary information on the form and submit the form to PERA, you are canceling and replacing all of your previously named beneficiaries. If you want to continue any previous designations, you must fully name all named beneficiaries on the form or on a separate list submitted with the form.

### Named Beneficiary Information

If you have a DB Plan account in both the PERA and DPS benefit structures, use the check boxes on the form to indicate if your requested beneficiary changes apply to one or both of your DB Plan accounts. If you do not check a box, the beneficiary changes will be made to both DB Plan accounts (if applicable). No law will apply to automatically revoke a spouse's designation as a named beneficiary upon your divorce, annulment, or any dissolution or declaration of invalidity of your marriage.

### Beneficiary Definitions:

- » Primary Beneficiary—beneficiary to receive payment. If you have more than one primary beneficiary, payment will be divided equally among all primary beneficiaries.
- » Contingent Beneficiary—person to receive payment if your primary beneficiary(ies) is deceased. If you list more than one contingent beneficiary, payment will be divided equally among them.

### Survivor Benefit Information

If you have more than one year of service under the PERA benefit structure or more than five years under the DPS benefit structure, state law specifies who receives monthly benefits after you die. Survivor benefits are different under the PERA and DPS benefit structure DB Plan accounts; see the *Survivor Benefits* booklet for detailed information.



# Member Information Form—Defined Benefit Plan(s)

Colorado Public Employees' Retirement Association  
PO Box 5800, Denver, Colorado 80217-5800  
1-800-759-PERA (7372) • Fax: 303-863-3727 • www.copera.org



Member SSN

\_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_

Read the instructions on page 2 before completing this form. Be sure to sign and date this form as well as any enclosures. If you are a retiree who is currently receiving a monthly benefit and would like to change your beneficiary, do not complete this form. Please complete the *Retiree Named Beneficiary Change Form* and return it to PERA.

## Member Information

I am:  A New PERA Member  Changing PERA Information (Complete any information you are changing and sign.)

Name \_\_\_\_\_  
Last First MI Former Name

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Female  Male  Unspecified  
Month/Day/Year

Home Telephone (\_\_\_\_) \_\_\_\_\_ Work Telephone (\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street, Route, or Box Number, and Apt. Number City State ZIP Code

Email Address \_\_\_\_\_

Sign up for electronic delivery of PERA information?  Yes  No

Spouse's Name \_\_\_\_\_  
Last First MI

Spouse's Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Spouse through:  Marriage  Civil Union  
Month/Day/Year

## Named Beneficiary

Complete this section to list the primary and contingent named beneficiary(ies) of your PERA DB Plan account(s).

If you have additional named beneficiaries, complete the "Additional Named Beneficiaries" section on page 4.

Beneficiary for:  PERA Benefit Structure DB Plan Account  DPS Benefit Structure DB Plan Account  
 Apply to Both DB Plan Accounts

Note: If you do not check a box, the beneficiary designation will be made to both DB Plan accounts, if applicable.

### Primary Beneficiary:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ SSN \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_

Street, Route, or Box Number, and Apt. Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

### Contingent Beneficiary:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ SSN \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_

Street, Route, or Box Number, and Apt. Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Sign Here → Member Signature \_\_\_\_\_ Date \_\_\_\_\_

## To Be Completed by Employer

For new employees only

Employer No. \_\_\_\_\_ Employer Name \_\_\_\_\_

Date \_\_\_\_\_ Starting Salary \_\_\_\_\_

Job Title \_\_\_\_\_ Date Employed \_\_\_\_\_



# Member Information Form—Defined Benefit Plan(s) (continued)

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Your Name \_\_\_\_\_ Your SSN \_\_\_\_\_

### Additional Named Beneficiaries

Complete this section only if you have additional primary and contingent named beneficiaries.

See page 2 for primary and contingent named beneficiary definitions

#### Primary Beneficiary(ies):

Name	Relationship	SSN	Birthdate
Street, Route, or Box Number, and Apt. Number	City	State	ZIP Code
Name	Relationship	SSN	Birthdate
Street, Route, or Box Number, and Apt. Number	City	State	ZIP Code
Name	Relationship	SSN	Birthdate
Street, Route, or Box Number, and Apt. Number	City	State	ZIP Code

#### Contingent Beneficiary(ies):

Name	Relationship	SSN	Birthdate
Street, Route, or Box Number, and Apt. Number	City	State	ZIP Code
Name	Relationship	SSN	Birthdate
Street, Route, or Box Number, and Apt. Number	City	State	ZIP Code
Name	Relationship	SSN	Birthdate
Street, Route, or Box Number, and Apt. Number	City	State	ZIP Code

**Sign Here →** Member Signature \_\_\_\_\_ Date \_\_\_\_\_

(If including additional named beneficiaries above)