

# Group Term Life Insurance Beneficiary Designation

Metropolitan Life Insurance Company

## Things to know before you begin

- This form **MUST** be signed before you return it. See "SECTION 3 - Signature" on page 8.



You **MUST** return all pages of this form.

## SECTION 1: Insured information

Customer number		Employer name/Group policyholder name			
First name	Middle name	Last name			
Address - Street		City	State	ZIP code	
Date of birth ( <i>mm/dd/yyyy</i> )	Phone number	SSN			

## SECTION 2: Beneficiary and plan information

- You **MUST** designate at least one primary beneficiary for **each** coverage in which you enroll. **A person may only be listed once.** Anyone listed in the primary section cannot be listed in the contingent section.
- The sum of the Primary Beneficiary percentages **MUST equal 100%**. The sum of the Contingent Beneficiary percentages **MUST equal 100%**. Dollar amounts, fractions and decimals will not be accepted.
- If you need more space for additional beneficiaries, attach a separate page. Include all beneficiary information, and sign/date the page.

**Please complete each coverage section and all sections that pertain to the type of beneficiary you are designating.**

### Basic life - Beneficiary designation

I elect that the beneficiary designation indicated below applies to the Basic Life plans insured by MetLife:

**A. Individual beneficiaries**

**Primary beneficiary** - Your first choice to receive your life insurance proceeds in the event of your death. If any primary beneficiaries predecease you, that person's share will be equally divided among any remaining primary beneficiaries.

First name	Middle initial	Last name		Share %
Address - Street		City	State	
Relationship to employee	Social security number	Date of birth ( <i>mm/dd/yyyy</i> )	Phone number	

First name	Middle initial	Last name	Share %	
Address - Street		City	State	ZIP code
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)	Phone number	

First name	Middle initial	Last name	Share %	
Address - Street		City	State	ZIP code
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)	Phone number	

**Contingent beneficiary** - Your second choice to receive your life insurance proceeds if ALL of your primary beneficiary(ies) are not living at the time of your death. If any contingent beneficiaries predecease you, that person's share will be equally divided among any remaining contingent beneficiaries.

First name	Middle initial	Last name	Share %	
Address - Street		City	State	ZIP code
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)	Phone number	

First name	Middle initial	Last name	Share %	
Address - Street		City	State	ZIP code
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)	Phone number	

**B. Living trust** -  Primary  Contingent

If this form is executed by the insured, it is understood and agreed that if MetLife receives satisfactory proof that the aforesaid trust has been revoked or is not in effect at the insured's death, the beneficiary shall be the insured's Estate, unless otherwise indicated on this form.

Trust name	Trust date (mm/dd/yyyy)	Trustee phone number	Share %	
Trustee - First name	Middle initial	Last name		
Trustee address - Street		City	State	ZIP code

**C. Testamentary trust created in the insured's will** -  Primary  Contingent Share %  
 The trust(ee) under any last Will and Testament of mine as shall be admitted to probate.

**D. Insured's estate** -  Primary  Contingent

Share %

If the Insured's Estate is selected as the Primary Beneficiary, no Contingent Beneficiary may be named.

**E. Charity/Organization** -  Primary  Contingent

Be sure to name the charity or organization and not the charity or organization director or an employee of that charity/organization.

Charity/Organization name		Phone number		Share %
Address - Street		City	State   ZIP code	

**Accidental Death & Dismemberment for basic life - Beneficiary designation**

I elect that the beneficiary designation indicated below applies to the Accidental Death & Dismemberment plans insured by MetLife:

**A. Individual beneficiaries**

**Primary beneficiary** - Your first choice to receive your life insurance proceeds in the event of your death. If any primary beneficiaries predecease you, that person's share will be equally divided among any remaining primary beneficiaries.

First name		Middle initial	Last name		Share %
Address - Street		City	State	ZIP code	
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)		Phone number	

First name		Middle initial	Last name		Share %
Address - Street		City	State	ZIP code	
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)		Phone number	

First name		Middle initial	Last name		Share %
Address - Street		City	State	ZIP code	
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)		Phone number	

**Contingent beneficiary** - Your second choice to receive your life insurance proceeds if ALL of your primary beneficiary(ies) are not living at the time of your death. If any contingent beneficiaries predecease you, that person's share will be equally divided among any remaining contingent beneficiaries.

First name	Middle initial	Last name	Share %	
Address - Street		City	State	ZIP code
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)	Phone number	

First name	Middle initial	Last name	Share %	
Address - Street		City	State	ZIP code
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)	Phone number	

**B. Living trust** -  Primary  Contingent

If this form is executed by the insured, it is understood and agreed that if MetLife receives satisfactory proof that the aforesaid trust has been revoked or is not in effect at the insured's death, the beneficiary shall be the insured's Estate, unless otherwise indicated on this form.

Trust name	Trust date (mm/dd/yyyy)	Trustee phone number	Share %	
Trustee - First name	Middle initial	Last name		
Trustee address - Street		City	State	ZIP code

**C. Testamentary trust created in the insured's will** -  Primary  Contingent Share %  
 The trust(ee) under any last Will and Testament of mine as shall be admitted to probate.

**D. Insured's estate** -  Primary  Contingent Share %  
 If the Insured's Estate is selected as the Primary Beneficiary, no Contingent Beneficiary may be named.

**E. Charity/Organization** -  Primary  Contingent

Be sure to name the charity or organization and not the charity or organization director or an employee of that charity/organization.

Charity/Organization name	Phone number	Share %		
Address - Street		City	State	ZIP code

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**Supplemental/Optional life - Beneficiary designation**

I elect that the beneficiary designation indicated below applies to the Supplemental/Optional Life plans insured by MetLife:

**A. Individual beneficiaries**

**Primary beneficiary** - Your first choice to receive your life insurance proceeds in the event of your death. If any primary beneficiaries predecease you, that person's share will be equally divided among any remaining primary beneficiaries.

First name	Middle initial	Last name	Share %	
Address - Street		City	State	ZIP code
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)	Phone number	

First name	Middle initial	Last name	Share %	
Address - Street		City	State	ZIP code
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)	Phone number	

First name	Middle initial	Last name	Share %	
Address - Street		City	State	ZIP code
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)	Phone number	

**Contingent beneficiary** - Your second choice to receive your life insurance proceeds if ALL of your primary beneficiary(ies) are not living at the time of your death. If any contingent beneficiaries predecease you, that person's share will be equally divided among any remaining contingent beneficiaries.

First name	Middle initial	Last name	Share %	
Address - Street		City	State	ZIP code
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)	Phone number	

First name	Middle initial	Last name	Share %	
Address - Street		City	State	ZIP code
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)	Phone number	

**B. Living trust** -  Primary  Contingent

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Trust name	Trust date (mm/dd/yyyy)	Trustee phone number			Share %
Trustee - First name	Middle initial	Last name			
Trustee address - Street	City	State	ZIP code		

**C. Testamentary trust created in the insured's will** -  Primary  Contingent Share %  
 The trust(ee) under any last Will and Testament of mine as shall be admitted to probate.

**D. Insured's estate** -  Primary  Contingent Share %  
 If the Insured's Estate is selected as the Primary Beneficiary, no Contingent Beneficiary may be named.

**E. Charity/Organization** -  Primary  Contingent

Be sure to name the charity or organization and not the charity or organization director or an employee of that charity/organization.

Charity/Organization name	Phone number			Share %
Address - Street	City	State	ZIP code	

**Accidental Death & Dismemberment for Supplemental/Optional life - Beneficiary designation**  
 I elect that the beneficiary designation indicated below applies to the Accidental Death & Dismemberment plans insured by MetLife:

**A. Individual beneficiaries**

**Primary beneficiary** - Your first choice to receive your life insurance proceeds in the event of your death. If any primary beneficiaries predecease you, that person's share will be equally divided among any remaining primary beneficiaries.

First name	Middle initial	Last name			Share %
Address - Street	City	State	ZIP code		
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)	Phone number		

First name	Middle initial	Last name	Share %	
Address - Street		City	State	ZIP code
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)	Phone number	

First name	Middle initial	Last name	Share %	
Address - Street		City	State	ZIP code
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)	Phone number	

**Contingent beneficiary** - Your second choice to receive your life insurance proceeds if ALL of your primary beneficiary(ies) are not living at the time of your death. If any contingent beneficiaries predecease you, that person's share will be equally divided among any remaining contingent beneficiaries.

First name	Middle initial	Last name	Share %	
Address - Street		City	State	ZIP code
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)	Phone number	

First name	Middle initial	Last name	Share %	
Address - Street		City	State	ZIP code
Relationship to employee	Social security number	Date of birth (mm/dd/yyyy)	Phone number	

**B. Living trust** -  Primary  Contingent

If this form is executed by the insured, it is understood and agreed that if MetLife receives satisfactory proof that the aforesaid trust has been revoked or is not in effect at the insured's death, the beneficiary shall be the insured's Estate, unless otherwise indicated on this form.

Trust name	Trust date (mm/dd/yyyy)	Trustee phone number	Share %	
Trustee - First name	Middle initial	Last name		
Trustee address - Street		City	State	ZIP code

**C. Testamentary trust created in the insured's will** -  Primary  Contingent Share %  
 The trust(ee) under any last Will and Testament of mine as shall be admitted to probate.

**D. Insured's estate** -  Primary  Contingent

Share %

If the Insured's Estate is selected as the Primary Beneficiary, no Contingent Beneficiary may be named.

**E. Charity/Organization** -  Primary  Contingent

Be sure to name the charity or organization and not the charity or organization director or an employee of that charity/organization.

Charity/Organization name		Phone number		Share %
Address - Street	City	State	ZIP code	

### SECTION 3: Signature

Check if you are completing and signing this form as agent for the employee under a valid Power of Attorney. Return a copy of the Power of Attorney with this beneficiary form. The Power of Attorney paperwork is subject to review by MetLife.

I hereby revoke any previous designations, and I designate the person, people, or entity named in Section 2 as Beneficiary(ies). I reserve the right to change or revoke this designation at any time.

<b>Insured/Owner name (Please print)</b>		
First name	Middle name	Last name
<b>Sign Here</b>	Signature of Insured/Owner	Date (mm/dd/yyyy) (must be date form was completed)

### SECTION 4: How to submit this form

The employee should provide the completed form to their Employer. Retain a copy for your records.