

## **Beneficiary Designation Form Guidelines for Form F11608**

### **The Conference Board, Inc. (U.S. Staff Members) Supplemental Retirement Plan For employees hired Post September 30, 2012 & Tax-Deferred Annuity Program for Employees of The Conference Board, Inc. (U.S. Staff Members) 403(b)**

These instructions apply to employees that were hired by The Conference Board, Inc. after September 30, 2012 and to employees enrolled in the Tax-Deferred Annuity Program. These instructions also apply if you were initially hired by The Conference board prior to October 1, 2012, but left service and then returned to service both after January 1, 2013 and after a 5-year Break in Service, or if you were enrolled in the Plan as an employee based outside of the United States, unless in either instance you still have funds in the Plan derived from contributions for periods prior to 2013.

When you become a Program participant, you can name a beneficiary or beneficiaries who, subject to the spousal consent requirements, are to receive the value of your accounts if you should die before they are paid to you. For amounts held at TIAA-CREF, you may make beneficiary designations online but spousal consent must be submitted in writing. Under the Program, your spouse has a right to be the beneficiary for 100% of the benefits payable upon your death, unless your spouse has validly consented to another designation.

Under the Supplemental Retirement Plan in the absence of a valid beneficiary designation, your benefits will be paid to your surviving spouse, if any, or else to your estate. In the absence of a valid beneficiary designation, any death benefits payable from your account under the Tax-Deferred Annuity Program will be paid in the following order of priority: (a) 100% to your surviving spouse, if any, (b) \*to your children, if any, or (c) to your surviving parents, if any, or (d) to your estate.

If you are married, and wish to name a beneficiary other than your spouse, your spouse must consent in writing, with that signature notarized, to the new beneficiary designation. Consent by a spouse only applies to that spouse; if you remarry, your new spouse will be your automatic beneficiary unless he or she consents to a designation of a different beneficiary.

**Below are some guidelines to assist you with completing this form in accordance with your plan rules.**

**Step 1, Provide Your Information:** Complete this section.

**Step 2, Applicable Contracts:** Enter the TIAA and CREF account numbers for which you are updating the beneficiary designations. (Note: This information was provided to you in your Welcome Letter and can also be found on your Quarterly Statements)

**Step 3, Choosing Your Primary Beneficiary:** Complete this section to designate a Primary beneficiary(ies). (Note: If you are married, your spouse is the sole primary beneficiary, unless your spouse signs a waiver of his or her rights.)

**Step 4, Choosing Your Contingent Beneficiaries:** Complete this section to designate contingent beneficiary(ies).

**Step 5, Your Signature:** Complete this section.

\*A special rule under Tax Deferred Annuity Program may also provide a share of the death benefit to be paid for the benefit of certain heirs of a child of a participant who predeceased the participant with living descendants, in the absence of a valid beneficiary designation. More information is available from the Human Resources Department.

**Step 6, Additional Requirements Based on Marital Status:** Complete this section based on your marital status.

**Note:** If you are married, your spouse is required to be your sole primary beneficiary, unless your spouse signs a waiver of his or her rights. (**Note:** The Conference Board will not certify your marital status. Your spouse's signature must be notarized.)

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**Beneficiary Provisions:**

1. **Effectiveness:** Please read this information as it applies to your account.
2. **Immediate Annuity under a Two-Life Option:** Skip this section. This distribution option is not available for this plan.
3. **Order of Payment and Division of Benefits:**

Please read this information as it applies to your account. **Note:** Under the plan provisions for The Conference Board, Inc., if all beneficiaries predecease you, all benefits will be payable according to the order of the default beneficiaries outlined earlier in this guide.

4. **If a Trust is Designated as Beneficiary:**

Please read this information as it applies to your account. **Note:** Under the plan provisions for The Conference Board, Inc., if all beneficiaries predecease you, all benefits will be payable according to the order of the default beneficiaries outlined earlier in this guide.