



Member Actuarial Information (P-1) and Contributory Designation/Change of Beneficiary (Ben-1) Forms

The **Member Actuarial Information (P-1) Form** is to be completed as part of the *hiring process for all new employees to your school*. It should also be completed when an employee's demographic information needs to be updated. This provides our office with clear and complete information.

The **Contributory Designation/Change of Beneficiary (Ben-1) Form** is used for *returning/current employees who need only to make changes to their beneficiaries* (example: birth of child, marriage, death, etc.).

When adding a new beneficiary you must re-list current beneficiaries you wish to retain along with any new beneficiaries.

These forms are used, in part, by our office for the Designation of Beneficiary for payment of pension contributions if no survivor's pension is available. This is in case of active employee's demise.

- The employee should complete all required fields and then print for signature. If forms are not signed they will be returned to employees' Human Resource Office
- Completed and signed forms may be mailed, faxed or email to the Office of Pensions mailbox at pensionoffice@state.de.us
- Both forms are located on our website: http://www.delawarepensions.com/information/activemembers_forms.shtml

*****BOTH FORMS SUPERCEDE/REPLACE ANY PREVIOUS FORM ON FILE*****