I. **Purpose of Policy**
   1. Releasing of Designation of Beneficiary form (“form”) was created to protect the Member.
   2. Prevent the form from being altered or changed by someone other than the member.

II. **Scope**
    Member Records Department is responsible for all designations forms. If there is a problem with a Designation of Beneficiary form and Member Records is unsure of how to handle it, member records team will contact the Chief Legal Officer or designee for assistance.

III. **Policy**
    The Fund will not release the content or a copy of the Designation of Beneficiary form to anyone other than the Member, except as required by law.

    If the Fund receives an incomplete form or a form that was not properly executed, the Fund will send a new form to the Member for completion, with an explanation.
I.  Procedure
Procedure- Releasing Designation of Beneficiary form.

II. Resources
The Procedure for the policy is located in the Member Records folder.

III. Related Policies
N/A

VIII. Approval
Signature: ____________________ Date: ____________________

Title: (Type in title)
Signature: ____________________ Date: ____________________

Title: (type in title)

IX. Modification History
Modification: ____________________ Date: ____________________
Modification: ____________________ Date: ____________________
Modification: ____________________ Date: ____________________