

Jane Doe
123 Main Street
Lansing, MI 12345

Second Request: Monthly Pension Beneficiary needed for your retirement benefit through employment with City of Tree

Dear Jane,

According to our records, you currently do not have a **Monthly Pension Beneficiary** (formally named “*Survivor Beneficiary*”) on file for your MERS Defined Benefit Plan. You may not have been required to submit this beneficiary type when you enrolled, however, to ensure your benefit is provided to the person(s) of your choosing in the event of your death, you need to provide MERS with this information.

If you're married and have designated your spouse as your Refund Beneficiary, it is still important that you designate a Monthly Pension Beneficiary. Taking action today will eliminate unnecessary delay for your beneficiary in the event of your death.

Your Beneficiary Information Currently on File with MERS:

Monthly Pension Beneficiary: No data on file

One person who would receive a lifetime benefit if you are vested and die before you begin collecting your pension (or if you die as a result of work duties).

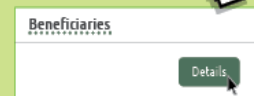
Primary Refund Beneficiary: Tom Doe

A person(s), trust, estate or charity that receives a refund of your employee contributions (plus interest) if you die before you are vested.

Please note: We are not authorized to enter beneficiary information into your account on your behalf.

Good news! Designating a beneficiary has never been easier 

Log in to your defined benefit account in myMERS, find the **Beneficiaries** box and click the **Details** button to add your *Monthly Pension Beneficiary*.



Sincerely,
MERS of Michigan

Note: This information was pulled from our records on 11/1/2019. This message may not reflect any changes to your account that were in progress after that time.