ATTENTION
“A” MEMBERS, LOCAL UNIONS AND BENEFIT FUND OFFICES

Please Note: Effective November 2018, the IBEW Pension Benefit Fund will now accept clean, legible copies of beneficiary designation forms (Form 124), which may be mailed, faxed*, or emailed** to the IBEW International Office.
(* **Faxes/emails will only be accepted from local union offices and the stamp/seal MUST be visible)

Beneficiary Designation Form Guidelines and Instructions:

IT IS THE RESPONSIBILITY OF THE “A” MEMBER TO DESIGNATE AND/OR MAKE CHANGES TO HIS/HER BENEFICIARY DESIGNATIONS DUE TO LIFE EVENTS (e.g. marriage, divorce, death of a beneficiary, etc.)

1). PLEASE READ THE FOLLOWING BEFORE COMPLETING A FORM.

Article XI of the IBEW Constitution states that the death benefit is automatically payable to the following individual(s) if no other beneficiary is designated.

- Member’s spouse, or if none;
- Member’s children in equal shares, or if none;
- Member’s parents in equal shares, or if none;
- Member’s estate

If the above order of priority is satisfactory to the member, it is not necessary to complete a beneficiary designation form; however, if a member wishes to specifically name a beneficiary or change the beneficiary previously elected, he/she must complete a new beneficiary designation form. It is preferred that the form be completed online and printed for the member’s and notary/local union signature. However, if member is unable to complete the form online, he/she must use ink and print legibly. **If the form submitted is not legible, it will not be accepted.

2). PLEASE REVIEW THE FOLLOWING BEFORE SUBMITTING THE FORM:

- Member must have at least 6 months or more “A” membership to qualify for a death benefit.
- Member must name at least one primary beneficiary before selecting any contingent beneficiaries.
- Each form must be signed and dated by the member only, even in cases of those appointed Power of Attorney (POA), or Guardian/Conservator.
- A local union official or notary MUST WITNESS the signature of member, sign, date, and stamp/seal designated space.

3). PLEASE FORWARD COMPLETED FORMS TO:

IBEW PBF
Email: Pension@IBEW.org
Fax: (202)728-6138
900 7th Street NW
Washington, DC  20001

Effective November 2018, PBF will begin accepting clean, legible copies of beneficiary designation forms (Form 124), which may be mailed, faxed, or emailed to the PBF.

Faxes/emails will only be accepted from local union offices and the stamp/seal MUST be visible. Emailed forms must be PDF documents; .jpg will not be accepted.

A confirmation letter indicating the beneficiary designation(s) will be mailed to the member’s home address once the form has been processed.