

**INSTRUCTIONS FOR COMPLETING A POLICE RELIEF BENEFICIARY CHANGE
FORM**

1. BENEFICIARY NAME

- Fill in your full name including your middle initial.

2. GENDER

- Fill in your gender. Note (M) for male and (F) for female.

3. BIRTHDATE

- Fill in your complete date of birth (month, day and year).

4. PERCENTAGE

- Fill in the percentage of the benefit you want this beneficiary to receive.
- If you only list one beneficiary, you would indicate that person to receive 100%.
- If you list more than one primary OR more than one secondary beneficiary, indicate what percentage each person is to receive (total must equal to 100%).

6. RELATIONSHIP

- Fill in the beneficiary's relationship to you (i.e. son, spouse, friend, etc.).

7. TYPE

- Fill in letter P for primary beneficiary or letter S for secondary beneficiary.

8. MAILING ADDRESS AND EMAIL ADDRESS

- Fill in your beneficiary's mailing address and e-mail address.

FINAL STEPS:

- SIGN AND PRINT YOUR NAME AND FILL IN YOUR DATE OF BIRTH, YOUR ADDRESS AND YOUR TELEPHONE NUMBER.
- HAVE TWO WITNESSES SIGN THE FORM. THE WITNESSES CANNOT BE ONE OF THE BENEFICIARIES.
- MAIL THE ORIGINAL FORM BACK TO THE POLICE RELIEF ASSOCIATION OFFICE AND KEEP A COPY FOR YOUR RECORDS.

Mailing Address:

Police Relief Association
P.O. Box 341608
Milwaukee, WI 53234-1608