



OFFICE OF HUMAN RESOURCES

Douglas M. Duncan  
*County Executive*

Joseph Adler  
*Director*

May 10, 2004

MEMORANDUM

While reviewing personnel files recently, it has come to the Office of Human Resource's attention that there are many beneficiary forms that have not been updated since the original hire date. Please take a few moments to think about the last time you may have updated these forms. Some employees designated only a "primary" beneficiary, and did not select a "contingent" beneficiary. If it has been awhile since you have completed beneficiary forms, please take the time to print out the attachments and update your beneficiary forms. Make sure you sign, date, and put your Social Security Number on each of the forms and return them to Records Management, Office of Human Resources, EOB, 8<sup>th</sup> floor. Unfortunately, forms may not be e-mailed back as they need a signature.

Attachment includes the following forms

Employee Life Insurance and Retirement Beneficiary Form (page 1)  
Designation of Beneficiary for Salary, Annual & Sick Leave (page 2)  
Deferred Compensation Plan (Beneficiary designation on second page) (page 3 and 4)

If you have questions, please e-mail, [Sandra.Mindte@montgomerycountymd.gov](mailto:Sandra.Mindte@montgomerycountymd.gov).

Sandra G. Mindte  
Administrative Specialist

Records Management, Office of Human Resources  
101 Monroe Street, 8<sup>th</sup> Floor  
Rockville, Maryland 20850

240 777 5035  
240 777 5130 (FAX)