



Beneficiary Designation

Group Life and Accident Insurance  
For employees/retirees in Quebec

SURNAME	USUAL FIRST NAME	PROVINCE OF RESIDENCE	YOUR NINE DIGIT EMPLOYEE NUMBER
PLEASE INDICATE (TICK) IF YOU ARE AN		<input type="checkbox"/> EMPLOYEE, OR	<input type="checkbox"/> RETIREE
			YOUR NINE DIGIT SOCIAL INSURANCE NUMBER (SIN)*

ANY CHANGES OR ERASURES ON THIS FORM MUST BE INITIALED | \*SIN is optional and will be used for identification purposes for those who do not remember their Employee Number.

In accordance with the terms and conditions of my Benefits Program, I hereby designate as the beneficiary(ies) entitled to receive the proceeds arising under the Basic Life, Optional Employee Life, Business Travel Accident (employees only), and Accidental Death and Dismemberment Insurance (AD&D) insurance plans under my Benefits Program to the following person(s):

BENEFICIARY <i>(Please see page 2 for suggested wording)</i>	PERCENT (=100%)	RELATIONSHIP	PLEASE CHECK	INITIAL
			<input type="checkbox"/> Revocable <input type="checkbox"/> Irrevocable	
			<input type="checkbox"/> Revocable <input type="checkbox"/> Irrevocable	
			<input type="checkbox"/> Revocable <input type="checkbox"/> Irrevocable	
			<input type="checkbox"/> Revocable <input type="checkbox"/> Irrevocable	
			<input type="checkbox"/> Revocable <input type="checkbox"/> Irrevocable	

In Quebec, if you name your spouse as your beneficiary, the designation will be irrevocable unless you check the revocable box.  
If there are no surviving beneficiaries at the time of my death, I declare that the following beneficiaries receive the proceeds.  
If there are no surviving contingent beneficiaries at the time of my death, the proceeds shall be paid to my estate.

CONTINGENT BENEFICIARY <i>(Please see page 2 for suggested wording)</i>	PERCENT (=100%)	RELATIONSHIP	PLEASE CHECK	INITIAL
			<input type="checkbox"/> Revocable <input type="checkbox"/> Irrevocable	
			<input type="checkbox"/> Revocable <input type="checkbox"/> Irrevocable	
			<input type="checkbox"/> Revocable <input type="checkbox"/> Irrevocable	
			<input type="checkbox"/> Revocable <input type="checkbox"/> Irrevocable	

Minor beneficiary (Quebec):

In Quebec, benefits payable to minors\* are payable to the surviving parent(s) as tutor(s). Payment to the tutor(s) will discharge the company.

\* A minor is a child who has not reached the age of majority as defined by provincial legislation.

I hereby revoke all previous Revocable Beneficiary appointments for Basic Life, Optional Employee Life, Business Travel Accident (employees only), Accidental Death and Dismemberment (AD&D) Insurance Plans and designate the above named beneficiary(ies) for all such Insurance Plans.

I understand I will have to make a new designation if I am divorced, my marriage is annulled or my civil union is dissolved or annulled and I do not want my estate to be my beneficiary.

SIGNATURE	DATE
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Send via Internal Mail to:  
Transit 6315  
Human Resources Service Centre (HRSC)  
6880 Financial Drive, 2nd Floor, Tower 1  
Mississauga On L5N 7Y5

Date received by HRSC: (For internal use only)

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› Frequently Asked Questions

**What happens if I don't designate a beneficiary?**  
If no beneficiary is nominated, the benefits will be paid to your estate.

**How can I make a change to my beneficiary designation?**  
If the beneficiary designation is revocable, complete a beneficiary designation form. Send the original signed and dated to the Human Resources Service Centre (address is on the form) and retain a copy on file with your will.

**How can I find out who my current beneficiary is?**  
Either refer to your files or contact the Human Resources Service Centre at 1-800-545-2555. Keep in mind that our files are imaged/scanned, so it may take a couple of days to retrieve the file.

**What is a revocable beneficiary?**  
A revocable beneficiary means that you can change the beneficiary designation at any time. A beneficiary in Quebec is revocable unless the insured makes it irrevocable by the express terms of the declaration or, in the case of a legal spouse, the beneficiary is irrevocable unless the insured by a positive act (such as ticking a box or writing “revocable”) makes it revocable.

**What is an irrevocable beneficiary?**  
An irrevocable beneficiary means that the beneficiary has a vested interest in the Life Insurance and the member cannot change the designation without meeting specific requirements. A beneficiary designation may be irrevocable for the following reasons:

- › Irrevocable by provincial law – In the province of Quebec, a legally married or civil union spouse designated as the beneficiary is presumed to be irrevocable unless specified as revocable. If the revocable box is not checked off, the designation is automatically irrevocable.
  - › Irrevocable at your request – If you wish to voluntarily make a beneficiary irrevocable, all that is required is for you to tick the irrevocable box and initial on the beneficiary designation form.
  - › Irrevocable by court ruling – A beneficiary designation could be made irrevocable pursuant to a court ruling. For example, a term of a divorce decree may require that the former spouse must remain as the beneficiary and cannot be changed without the former spouse's consent.
    - › If the beneficiary designation is irrevocable
- An irrevocable beneficiary has a vested interest in the proceeds of the insurance; therefore the insured holder cannot exercise certain rights without permission of the irrevocable beneficiary. Therefore in order for a beneficiary designation to change from irrevocable to revocable, you must submit **one** of the following documents:
- › A Consent Form signed by the beneficiary, authorizing that the beneficiary designation can be changed to reflect the assignment.
  - › Final Decree of Divorce or annulment of marriage, if the irrevocable beneficiary is the spouse of the member (Quebec only)
  - › Proof of death of the irrevocable beneficiary.

Beneficiary Designation Wording

Below are some suggested designations and acceptable wording to be used on the beneficiary form.

BENEFICIARY DESIGNATION	ACCEPTABLE WORDING OF DESIGNATION
Estate or Legal Heirs	Estate Using the words legal heirs is not considered to be a designation of a person other than the insured, but as an indication that the benefit of the policy is to be payable to the personal representative of the insured, and the proceeds which fall due upon the death of the life insured will form part of the insured's estate.
One beneficiary	Martha Doe, Spouse
Primary beneficiary followed by a contingent beneficiary (in the event that the first beneficiary predeceases you)	Martha Doe, Spouse or in the event of her death, before me, Richard Doe, son.
Two beneficiaries in equal shares	Jane Doe 50% & Mary Doe 50%, Children
<b>Note:</b> if one of the beneficiaries predeceases the member, the share of the deceased beneficiary would be paid to the member's estate. If that share should be paid to the remaining beneficiary, the following must be added:	In the event of the death of one beneficiary before me, his/her share is to be paid to the surviving beneficiary.
Primary Beneficiary followed by two contingent beneficiaries in equal shares	Martha Doe, spouse, or in the event of her death before me, Jane Doe 50% and Mary Doe 50%, children
Two Beneficiaries in percentages (not in equal shares)	John Smith 40% & Sally Smith 60%, parents
<b>Note:</b> if one of the beneficiaries predeceases the member, the share of the deceased beneficiary would be paid to the member's estate. If that share should be paid to the remaining beneficiary, the following must be added:	In the event of the death of one beneficiary before me, his/her share is to be paid to the surviving beneficiary.
Trustee for minor children in Quebec	Mary Doe and John Doe, children If the minor has a living parent the funds owed to a minor beneficiary of a life insurance policy are payable to the surviving parent as tutor.  If both parents are deceased then the funds may be paid to the child's tutor on his/her behalf.

FORFEITURE OF BENEFICIARY RIGHTS IS VALID ONLY IF THE SIGNING BENEFICIARY IS OF LEGAL AGE.

**Please note – this is intended to be a guide only. It is recommended that you consult with legal counsel in order to ensure that your designations and your estate are in proper order. The insurance company makes all final decisions with respect to life and accident insurance claims.**