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Designation of Beneficiary Forms

The purpose of a Designation of Beneficiary Form is to identify who you wish to receive any lump sum benefits payable in the event of your death. It is your responsibility to ensure your beneficiary forms are accurate, remain up-to-date, and clearly reflect your intentions. Federal benefits will be paid to the beneficiary(ies) listed on a valid designation of beneficiary form; otherwise payable to the individual(s) eligible based on the Federal Order of Precedence. You are encouraged to carefully review the instructions on each form when completing the designation.

Important: Each form must have an original (wet) signature. Forms with photocopied signatures, cross-out, or white out will not be processed. If you make a mistake while completing a form, obtain a blank form and start again.

Form Name	Form Purpose & Description	Online	Submit Form To:
SF 1152, Designation of Beneficiary Unpaid Compensation of Deceased Civilian Employee	Identify the person(s) to receive unpaid compensation upon your death. Your designation remains in effect until you submit an updated SF 1152, transfer to another agency, or are reemployed within the Federal Government. This form is maintained in your eOPF.	www.opm.gov/forms/pdf_fill/sf1152.pdf	TSA HCAccess 6363 Walker Lane, Suite 400 Alexandria, VA 22310
SF 2808, Designation of Beneficiary Civil Service Retirement System (CSRS), and CSRS Offset	Identify the person(s) to receive retirement contributions upon your death if you are covered under CSRS or CSRS Offset . This designation is <u>not applicable</u> if anyone is entitled to a monthly survivor benefit (e.g. current spouse, former spouse, eligible children). OPM maintains this form.	www.opm.gov/forms/pdf_fill/sf2808.pdf	U.S. Office of Personnel Management P.O. Box 45 Boyers, PA 16017-0045
SF 3102, Designation of Beneficiary Federal Employees Retirement System (FERS), FERS-Revised Annuity Employees (RAE), and FERS-Further Revised Annuity Employees (FRAE)	Identify the person(s) to receive retirement contributions upon your death if you are covered under FERS . This designation is <u>not applicable</u> if anyone is entitled to a monthly survivor benefit (e.g. current spouse, former spouse, eligible children). This form is maintained in your eOPF.	www.opm.gov/forms/pdf_fill/sf3102.pdf	TSA HCAccess 6363 Walker Lane, Suite 400 Alexandria, VA 22310
SF 2823, Designation of Beneficiary Federal Employees Group Life Insurance (FEGLI)	For use only by Federal employees enrolled in the FEGLI Program. Determines how proceeds from your life insurance are distributed upon your death. This form is maintained in your eOPF.	www.opm.gov/forms/pdf_fill/sf2823.pdf	TSA HCAccess 6363 Walker Lane, Suite 400 Alexandria, VA 22310
TSP 3, Designation of Beneficiary Thrift Savings Plan (TSP)	Identify the person(s) to receive your account balance after your death. The TSP Service Office maintains this form.	www.tsp.gov/PDF/formspubs/tsp-3.pdf	Thrift Savings Plan P.O. Box 385021 Birmingham, AL 35238 Fax: 1-866-817-5023