COMPLETING THE BENEFICIARY FORM

The following information and directions are provided to help our Beneficial members complete the new Beneficiary form.

Question: Why is it required that we update our beneficiaries?
Young Ladies' Grand Institute is an IRS 501(c)8 non-profit, charitable California corporation. Under 501(c)8, our Death Benefit for Beneficial members must adhere to specific regulations regarding the distribution of funds from our Death Benefit accounts. These are outlined in our Policy Annex A. Unfortunately in past years, we have accepted beneficiaries that do not meet the criteria described in Internal Revenue Code. Our Death Benefit is not insurance and cannot be treated like insurance.

Question: When are we required to have new Beneficiary Forms?
For many institutes, this will be a big job because of the number of Beneficial members. We recognize that communication with some of our older members may be difficult. We hope that new forms can be completed by June 30, 2021. In the event that you are unable to get a new form completed, institutes will be asked to confirm who the person is that meets the requirement of the Policy Annex A for the member.

Question: Who can be considered a member's dependent?
Our Policy Annex A describes both a Qualifying Child and a Qualifying Relative.

Steps to Complete the Beneficiary Form:

1. **Institute No:** Enter the number of the member's institute.
   RECOMMENDATION: Complete prior to sending the form the Beneficial Members

2. **Institute Name:** Enter the member's institute name.
   RECOMMENDATION: Complete prior to sending the form the Beneficial Members

3. **Member's Name:** Enter the member's name.
   RECOMMENDATION: Complete this prior to sending the form the Beneficial Members

4. **Determining Eligible Beneficiaries** - Choose the beneficiary who will be responsible for the Member's funeral expenses:
   ___ Estate, Agent, Trustee or other individual responsible for payment of the Member's funeral expenses.
   ___ Member's Trust (The member or dependents must be sole beneficiaries of the Trust)
   ___ Qualifying Dependent – Child (as defined in Policy Annex A)
   ___ Qualifying Dependent – Relative (as defined in Policy Annex A)

   Name of Beneficiary (including Qualifying Dependent) or Agent for Member's Funeral Expenses: Based on your choice shown above, fill in the name of the person who is responsible for the member's funeral expenses.

5. **If Qualifying Dependent or Other Beneficiary, Please Indicate Relationship to the Member.** Use this line only when there is a qualifying dependent.

6. **If Beneficiary is A Qualifying Dependent, Provide Name of Qualifying Dependent's Guardian.** Use this line only if there is a qualifying dependent.

7. **Beneficiary, Agent, or Guardian's Contact Information:** Complete all lines of the contact information including telephone numbers.

8. **Member's Signature**: Each member must sign a new form.

9. **Date**: Each form must have the date the form was signed.