

State of New Jersey
Department of the Treasury
Division of Pensions and Benefits

MEMBER BENEFITS ONLINE SYSTEM (MBOS) REQUIRED FOR DESIGNATION OF BENEFICIARY

ATTENTION: The Division of Pensions and Benefits is implementing a significant change to the process for designating a beneficiary.

Effective February 1, 2013, Designations of Beneficiary for the retirement systems must be submitted online using the *Designation of Beneficiary Application* of the Member Benefits Online System (MBOS).

This requirement applies to active employees enrolled in the Public Employees' Retirement System (PERS), Teachers' Pension and Annuity Fund (TPAF), Police and Firemen's Retirement System (PFRS), and State Police Retirement System (PFRS).

MBOS is a set of applications that allow registered members access to their pension account information over the Internet.

- **MBOS provides you with a secure, fast, and efficient method to verify, update, or change your beneficiary information.**
- **With MBOS you receive immediate confirmation** on screen and by follow-up e-mail that a change to your Designation of Beneficiary has been received.
- **If you are currently a registered MBOS user**, you already have access to the online Designation of Beneficiary application through your MBOS account.
- **If you are new to MBOS** you can access MBOS after you register with both MBOS and the *MyNewJersey* Web site. Registration is free at: www.state.nj.us/treasury/pensions/mbosregister.shtml Registration requires several steps — new users should read and carefully follow the MBOS *Registration Instructions* (see attachment).

Please note that as of February 1, 2013, paper *Designation of Beneficiary* forms will no longer be accepted by the Division — *except* in the following situations:

- Certain "Special Provisions" may still require a paper form. These include designations to a trust, organization, charity, or corporation; a formal or informal trust; through a power of attorney; by court order; or for an unequal distribution of a fixed percentage or definite dollar amount. Instructions for obtaining the correct forms are provided in MBOS when accessing the Designation of Beneficiary online application.

If, after following the MBOS *Registration Instructions*, you still need assistance registering for or using MBOS, call the MBOS Help Desk at (609) 777-0534 or send an e-mail with the subject line "MBOS E-mail" to: pensions.nj@treas.state.nj.us