## UNV Designation, Change or Revocation of Beneficiary Form

**Purpose:** This form provides the United Nations Volunteers programme (UNV) with the required information to pay benefits owing to beneficiaries in the event of the death of a UN Volunteer while on assignment with UNV.

**Instructions:** Complete the information on page one of this formand sign on page two.

The form is valid only with the UN Volunteer’s signature.

If one or more of your beneficiaries is under 18 years of age, please carefully read the information on page two.

**Upload** a scan of the completed form (both pages) to the Unified Volunteering Platform (UVP). UN Volunteers are responsible for ensuring their beneficiary information is complete and kept up to date in order to ensure that final payments are disbursed in accordance with the UN Volunteer’s expressed wishes in a timely manner.

More detailed instructions for uploading the form to UVP can be found [here.](https://unv.nickelled.com/beneficiary-form-upload.html)

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ born on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(First, Middle, Family names) (Day, Month, year)

hereby designate the person or persons named below as my beneficiary or beneficiaries. This applies to all amounts standing to my credit at the time of my death, including benefits accruing from the insurance coverage provided by UNV.

The share of any beneficiary who may predecease me shall be distributed equally among the surviving beneficiaries or go entirely to the survivor. If none survives me, then the entire amount will go to my estate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of each beneficiary | Home address of each beneficiary  (please include email address and/or telephone number) | Date of Birth\*  (dd/mm/yy) | Relationship to the UN Volunteer | Share to be paid to each beneficiary (Total 100%) |
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|  |  |  |  |  |
|  |  |  |  |  |

\*When the named beneficiary is a minor please see the information on page two of this form

I hereby revoke all previous designations of beneficiary made by me for this purpose and I reserve the right to revoke or change any beneficiary without his/her knowledge or consent at any time in the manner and form prescribed by UNV.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of UN Volunteer designator**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of UN Volunteer designator (note that only hand-signed or DocuSign documents are accepted)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date and place**

**Information in cases beneficiaries are minors**

If a UN Volunteer wishes to name a minor (under 18 years of age) as a beneficiary, the manner of the designation can impact how benefits are paid.

If a UN Volunteer dies leaving benefits to a minor without one of the trust options below, UNV will withhold payment of the benefits until one of the following occurs:

* 1. A guardian of the minor's **property** is appointed by a competent court and proof of this is forwarded to UNV, in which case the benefits will be paid to the guardian on the minor's behalf, or;
  2. The minor attains the age of 18 years.

The UN Volunteer may instead choose to leave accrued benefits at death to a trust established on behalf of a minor beneficiary, which is compensated according to this form. There are two types of accepted trust, **formal** and **informal**. **Please check the appropriate box   below as appropriate**.

  A **formal trust** is established by formal, legal documents filed with a court that designates a person, persons, or corporation as "Trustee". When designating a formal trust on behalf of a minor beneficiary, the member must clearly state "Formal Trust" on behalf of the minor and include the date of trust incorporation: For example, “John Taylor, Trustee for Joshua Taylor, under the terms of my trust agreement, dated January 1, 2015”. The name and address of the trustee must also be provided, in order to provide contact information upon the death of a UN Volunteer. A copy of the trust agreement need not be attached to this UNV Designation, Change or Revocation of Beneficiaryform. All specified death benefits would then be paid to the trust. NOTE: A financial institution can be named as the trustee.

  An **informal trust** is one that has not been filed with the courts and need not be a formal agreement. In this case, the member designates a person or persons to act as "informal trustee(s)" on behalf of the minor. The informal trustee(s) would be paid the specified benefits on behalf of the minor beneficiary. An example would be, "Jane Miller, Informal Trustee for June Doe, daughter." June Doe is the beneficiary, but since she is minor, Jane Miller would receive the benefits on her behalf. The address and birth date of the minor being named as the beneficiary must be included on the form.