

**Email Message – November 1, 2022**

**TO:** Certifying Officers, All Funds  
**FROM:** New Jersey Division of Pensions & Benefits (NJDPB)  
**SUBJECT: Designating a Nonresident Alien Without a Social Security Number as a Beneficiary**

This email message contains important information regarding the new process for payment of death claims to nonresident alien beneficiaries without Social Security numbers.

Active members and retirees who designate a nonresident alien without a Social Security number as a beneficiary will not be able to use the Member Benefits Online System (MBOS) and will be required to complete a paper *Designation of Beneficiary* form. The beneficiary designation application in MBOS is being updated to notify members and retirees of this change.

Paper beneficiary designation forms have been updated to reflect this new process, and any paper retirement applications (when permitted) will also be revised to include the new submission requirements for nonresident alien beneficiaries without Social Security numbers. Employees should be directed to use the most recent version of these forms, which are available on the "Publications" page of our website at [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions)

Upon receipt of a paper beneficiary designation or retirement application designating a nonresident alien beneficiary without a Social Security number, the NJDPB will send correspondence notifying the member or retiree that in the event of the member's or retiree's death their beneficiary will be required to complete and return a federal *Form W-8 BEN* before payment of the claim can be processed.

Should you have any questions or need additional assistance, please contact the NJDPB's Office of Client Services at (609) 292-7524 or send an email to: [pensions.nj@treas.nj.gov](mailto:pensions.nj@treas.nj.gov)