

Beneficiary Forms

How do I update my beneficiaries?

Beneficiary Forms:

1. Download all beneficiary change forms from MyPers here:
https://mypers.af.mil/app/answers/detail/a_id/5785/p/2
2. Make sure your beneficiary forms are fully completed, to include:
 - a. Your signature and date
 - b. The signature of necessary witnesses
 - c. Total of percentages for beneficiaries does not exceed 100 percent.
3. Make a copy of the forms for your own records
4. Mailing Forms:
 - a. Forward the beneficiary forms **SF 2823**, **SF 1152**, and **SF 3102** to the Benefits and Entitlements Service Team (BEST):
 - i. HQ AFPC/DP1SSB, 550 C Street West, JBSA Randolph, TX 78150
5. Employees must mail the **SF 2808** and Form **TSP-3**: directly to the address specified in the instructions with each form.

