



Middlebury

**Office of Gift Planning**  
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## 3 Steps to Making A Beneficiary Gift

Did you know that the beneficiaries named on a retirement plan, annuity contract or life insurance policy determine who will receive these funds, even if you have different beneficiaries named in your will? And while proceeds paid from life insurance policies are generally not subject to income tax, the funds that your (non-spouse) heirs receive from your retirement accounts—particularly from a traditional IRA—may be taxed multiple times. After all these taxes have been paid, your heirs may receive only a very small fraction of what you intended for them to have.

**A better idea:** If you planned to include Middlebury in your estate plans, consider naming us a full or partial beneficiary of your retirement assets and leave other, less taxed assets to your loved ones. Adding Middlebury as a beneficiary is as easy as filling out a form.

It's Easy As 1, 2, 3!

**1 Request a "change of beneficiary" form from your plan administrator.**

**2 List Middlebury as beneficiary at the following address:**

Middlebury College  
14 Old Chapel Road  
Middlebury, VT 05753  
TIN: # 03-0179298

**3 Let us know so we can thank you!**