

DESIGNATING/UPDATING BENEFICIARIES

You receive valuable benefits from Harvard that can provide important financial protection to your family or another beneficiary in the event of your death. In order to ensure that your benefits go to the people you choose, it is very important to designate your beneficiaries – and keep this information up to date when you have a family or personal change.

Life Insurance

The University provides you with Basic Life Insurance at no cost to you.* You may also purchase Supplemental Life Insurance. You must designate a beneficiary for each type of life insurance coverage. In addition, you should regularly review your beneficiaries and update to reflect any family or personal changes. Note that you are automatically the beneficiary for the Dependent Life coverage(s).

You can designate beneficiaries online by going to the [MetLife Portal Single Sign On](#) (or by going to hr.harvard.edu/disability and clicking on “MetLife Portal” on the right side of the page). Once there:

1. Click on the “My Accounts” tile.
2. Select the “Update Beneficiaries” link on the Life Insurance tile.
3. Click on “Modify Beneficiaries.”
4. Add and/or edit/remove your beneficiaries.
5. Continue through the process by clicking “Next” and following the instructions until you get to the electronic signature page. Sign and submit. Your designations will become effective immediately.

* The imputed cost of coverage in excess of \$50,000 is considered taxable income. The imputed cost, if any, will be shown and taxed on your paycheck.

Harvard University-Funded Retirement Programs

The University makes contributions to your Retirement Program on your behalf. You must designate a beneficiary to receive your retirement savings in the event of your death. Harvard offers the following Retirement Programs:

- **Retirement Income Plan for Teaching Faculty of Harvard University** - Faculty
- **Harvard University 2001 Staff Retirement Program** - Non-union staff and HUCTW staff
- **Harvard University 1995 Staff Retirement Program** - HUSPMGU, HUPA, AFL-CIO, SEIU

All three Retirement Programs include an **Investment Account**. You may designate or update the beneficiaries for your Investment Account online or by contacting the Harvard University Retirement Center (HURC) at 800-527-1398. To designate your beneficiaries online:

1. log in to your account at tiaa.org.
2. Click on “Actions” and then on “Add/edit beneficiaries.”

If you do not have a TIAA account, you may establish one by going to TIAA.org/harvard and selecting *Log in*. Then select *Need online access* and follow the instructions to access your account.

In addition, some staff members have a Basic Account as part of their Retirement Program:

- Participants in the 1995 Staff Retirement Program
- Participants in the 2001 Staff Retirement Program may have a Basic Account, if hired prior to
 - January 1, 2001 for Non-union staff
 - January 1, 2002 for HUCTW staff

If you are unsure whether or not you have a Basic Account, call the Harvard University Retirement Center at 800-527-1398.

To designate or update the beneficiary for your Basic Account, please complete the Beneficiary Designation Form for the Harvard University Retirement Plan and submit it to the Benefits Office. You may update your beneficiaries at any time by submitting a new form to the Benefits Office.

Please note: Service & Trade Unions (I.U.O.E. Local 877, I.B.E.W. Local 103, Plumbers and Gasfitters Local 12, New England Regional Council of Carpenters Local 51) participate in the Central Pension Fund. If you are a member of one of these unions and were hired prior to December 2000, you may still have a Basic Account and Investment Account.

Employee-Funded Programs – Tax Deferred Annuity (TDA) and 457(b)

The TDA and 457(b) (if eligible) plans allow you to save additional money for retirement through payroll contributions. If you are enrolled in the TDA or 457(b) plans, you may designate or update your beneficiaries online or by contacting the Harvard University Retirement Center (HURC) at 800-527-1398. To designate your beneficiaries online:

1. log in to your account at tiaa.org, click on “Actions.”
2. Select “Add/edit beneficiaries.”

If you do not have a TIAA account, you may establish one by going to **[TIAA.org/harvard](https://tiaa.org/harvard)** and selecting “Log in.” Then select “Need online access” and follow the instructions to access your account.

If you have questions, or prefer to complete a paper beneficiary form, contact the Harvard University Retirement Center at 800-527-1398, Monday through Friday from 8:00 a.m. to 5:00 p.m., Eastern Time.