



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 mybenefits.metlife.com. Once there,

1. Type **Harvard University** in the **Employer or Association** box
2. If this is your first time visiting MyBenefits, click **Register** and follow the prompts. If you have already registered, click **Login** and login with your username and password
3. After logging in, choose **Group Life Insurance**
4. Enter details about each of your beneficiaries and print a copy for your records. 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 Program(s)

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 your Investment Account beneficiaries online or by contacting the Harvard University Retirement Center. See below for instructions.

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
 - if hired **prior to** 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 pre-tax payroll contributions. (The TDA also offers a Roth option to eligible participants.) If you are enrolled in the TDA or 457 (b), you may designate or update your beneficiaries online or by contacting the HURC.

Designating Beneficiaries for Your Investment Account, TDA and 457(b) Plans (if eligible)

1. Log in to your account* at www.tiaa.org
2. Once logged in, click on "Profile & Settings" at the top of the page
3. Select "Beneficiaries" and follow the online instructions

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.

*If you have not yet registered for an account at TIAA, follow these easy steps:

1. Go to TIAA.org/harvard and select **Log in**.
2. Select **Register for online access** and follow the instructions to access your account.