

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 **FREE** Basic Life Insurance. You may also purchase Supplemental Life Insurance. You must designate a beneficiary for each type of life insurance coverage by completing the **MetLife Beneficiary Designation Form**. You may update your beneficiaries at any time by submitting a new form to the Benefits Office.

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 beneficiaries online or by completing a beneficiary designation form by contacting the vendor(s) directly - ***Fidelity, TIAA-CREF or Vanguard***. See contact information on page 2.

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 they were hired prior to January 1, 2001 for Non-union staff or 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.

Tax Deferred Annuity (TDA) and 457(b)

TDA and 457(b) (if eligible) plans allow you to save additional money for retirement through pre-tax payroll contributions. If you are enrolled in the TDA or 457 (b), you may designate or update your beneficiaries online or by completing a beneficiary designation form by contacting the vendor(s) directly - ***Fidelity, TIAA-CREF or Vanguard***. See contact information below.

Contact Information for Retirement Vendors

Fidelity

1. Visit <http://www.netbenefits.com/atwork> and log in to your “Netbenefits” account
2. Once logged in, click the “Your Profile” link at the top of the page
3. Select “Beneficiaries” and follow the online instructions

If you have questions, or if you prefer to complete a paper beneficiary designation form, contact Fidelity at 800-343-0860 Monday through Friday from 8:00 a.m. to midnight, Eastern Time.

TIAA-CREF

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.

Vanguard

1. Log on to your account at www.vanguard.com/retirementplans
2. Select “My Profile”. (If you have multiple accounts at Vanguard, you may need to select “Employer plans” first.)
3. Click “Beneficiaries”

If you have questions, or if you prefer to complete a paper beneficiary designation form, call a Vanguard Participant Services associate at 800-523-1188 Monday through Friday from 8:30 a.m. to 9 p.m., Eastern Time.

To access this document online go to:

<http://hr.harvard.edu/files/humanresources/files/designating Updating beneficiaries.pdf>