



Topic:

Updating Beneficiary Information

Applies to:

All benefit eligible employees who wish to update the beneficiary information for their various benefits.

Answer:

It is important to keep beneficiary designations up to date. A beneficiary designation tells the benefit provider what to do in the event of the employee's death. Without a valid beneficiary designation the employee's funds may be tied up in costly escrow or estate proceedings upon their death. Employees can update their beneficiary designations at any time by following the directions below.

Change Instructions:

All forms may be found online at:

www.UNCHCSBenefits.com

Teachers' and State Employees' Retirement System:

Employees may complete a [State Retirement System Change of Beneficiary Form](#) to update their beneficiary designations. Employees with less than 10 years of membership service must change beneficiaries online at: www.MyNCRetirement.com, and click on ORBIT.

Employees must forward the notarized, original form to the State Retirement System at the address listed on the form.

MetLife Life Insurance:

Employees may complete a [MetLife Life Insurance Change of Beneficiary Form](#) to update their beneficiary designations.

Once completed, employees should keep a copy for their records and forward all originals to: UNC HC Employee Benefits, 211 Friday Center Drive, Suite 2057, Chapel Hill, NC, 27517

NCFlex Life and NCFlex Accidental Death & Dismemberment (AD&D) Insurance:

All changes must be made online; UNC Health Care does not process paper change forms for NCFlex benefits. Employees may log into their NCFlex account online at www.NCFlexOnline.org.

To initiate changes online, employees should:

- 1) log into their NCFlex account,
- 2) click on *My Account* (top right corner)
- 3) select *Beneficiary Designations* (on the left)
- 4) click the *Edit Designations* button (on the right)

5) edit beneficiary allocations as needed

Employees may call 1-888-860-6118 for assistance with the Web site.

Supplemental Retirement Accounts:

Employees may update the beneficiary designations associated with their 401(k), 403(b) and/or 457 plans by contacting their vendor representative. For contact information, please visit the [Supplemental Retirement Accounts](#) information page on the Employee Benefits Web site.