



## Beneficiary Checkup

It's time to review and update your beneficiary designations. Why is this important? Your beneficiary is the person (or people) who will receive your benefits if something happens to you. By checking your beneficiary designation, you'll be able to make sure your wishes will be honored.

### Designating your beneficiaries for Concordia Plans benefits

To designate beneficiaries, start at the Member Portal [ConcordiaPlans.org/MemberPortal](https://ConcordiaPlans.org/MemberPortal). After you've logged in, you can review and/or update beneficiaries for:



Basic Life Insurance, Supplemental Life Insurance and Accidental Death & Dismemberment, by going to: **Benefit Management > Enroll or Make Changes > Beneficiary Change** (located under the **Any Time Change** heading).



The Concordia Retirement Savings Plan 403(b) by selecting the **Fidelity Quick Link**, which will take you to Fidelity's NetBenefits site. Once you're on NetBenefits, select: **Accounts and Benefits > Update your Beneficiaries**.



To designate beneficiaries for the Concordia Retirement Plan Supplemental Retirement Account or Retirement Cash Account, visit [ConcordiaPlans.org/forms](https://ConcordiaPlans.org/forms) and download form number 11145.

For assistance with the Member Portal, questions about your benefits or help designating your beneficiaries, please call our Customer Care Team at 888-927-7526.



**Don't Forget!** CHP members can earn Vitality Points™ for reviewing their beneficiaries! Visit the Vitality Quick Link through the Member Portal for more information.

## Designating your beneficiaries for other financial products

Be sure to review and designate beneficiaries on all of your accounts, which could include:



Retirement accounts  
(pensions, 401(k)s,  
403(b)s, IRAs, etc.)



Bank accounts (checking,  
savings)



Personal property  
including vehicles and  
real estate



Life insurance policies



Trusts



Investments accounts  
(brokerage accounts,  
bonds, CDs, money  
market accounts, LCEF  
accounts)



Disability insurance  
policies



Health Savings Accounts  
(HSA)

## Beneficiary Do's and Dont's

**DO** review your beneficiaries annually and update them any time you have a life-changing event, such as:



Birth or adoption of a child



Death of a loved one



Change in marital status

*Note: If you get divorced and you named your ex-spouse or any former in-laws or step children as a beneficiary those designations will be void as a result of your divorce unless you complete a new form for him/her to continue as your beneficiary.*

**DON'T** name a minor child as a beneficiary if possible, because benefits cannot be paid until the child is age 18.

**DO** name secondary beneficiaries. They will receive your benefits if your primary beneficiary precedes you in death.

**DO** use the **complete name** of your trust, if your trust will be the beneficiary.

**DO** keep a list of all your policies in a safe place and tell a trusted individual the location.

**DON'T** name a will as a beneficiary. You need to have specifically named beneficiaries, your will doesn't override your life insurance policy.

**DO** consider naming charitable organizations as your beneficiaries, however you cannot name your employer.

Account # and Name	Type of Account	Primary Beneficiary(ies)	Secondary Beneficiary(ies)	Last Updated