

## LIFE INSURANCE

# Update your beneficiary designations

When life's big events happen, it's hard to remember to take care of all the details. But it's essential to do so.

Your beneficiary designation is one of the most important pieces of paperwork you need to update when a big life event happens.

**The beneficiary designation specifies who will receive your insurance proceeds. Most importantly, by keeping this up to date, you can have peace of mind knowing that you've taken the appropriate action to make sure your wishes are known and will be carried out.**

Annual enrollment is the perfect time to review and confirm that your beneficiary designation is up to date. This will reduce any chance of delay during the claim process.

- If you want to keep the same beneficiaries and have provided the last four digits of their Social Security Numbers (SSNs), no need to do anything! Everything will remain the same.
- If you want to designate a minor as a beneficiary, you should appoint a guardian.
- If you have recently faced a life event and want to change beneficiaries or add beneficiaries' SSNs, it's easy. Just follow these simple steps:

### To update beneficiary designations

1. If you are signing up for benefits for the first time, you can complete your beneficiary designation during your enrollment.  
  
If you are already enrolled and want to designate beneficiaries, change beneficiaries, or need to add the last four digits of the beneficiaries' SSNs, you may do so online through your employer's benefits portal or by completing the beneficiary designation form provided by your employer.
2. Make sure you read the instructions and complete all applicable fields. New beneficiary designations entered will replace all prior designations made in past enrollments.
3. If you completed a paper form, you may return it to your Human Resources Department or benefits representative.

**For more information on beneficiary designations, please contact your Human Resources Department.**

Group insurance policies are underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) in all states except New York. In New York, group insurance policies are underwritten by Sun Life and Health Insurance Company (U.S.) (Lansing, MI). Product offerings may not be available in all states and may vary depending on state laws and regulations.

© 2022 Sun Life Assurance Company of Canada, Wellesley Hills, MA 02481. All rights reserved. The Sun Life name and logo are registered trademarks of Sun Life Assurance Company of Canada. Visit us at [www.sunlife.com/us](http://www.sunlife.com/us).

GLHO-EE-225-i