



# The Importance of Choosing DERP Beneficiaries

As a DERP member, you have benefits that may be paid to your loved ones if you pass away while you're employed - even if you're not vested - or after you retire. If you don't designate a beneficiary and pass away, we can't provide benefits to your survivors.

## How to Review Your DERP Beneficiaries

Designating your DERP beneficiaries is easy:

1. Log in to your [MyDERP.org](#) account.
2. Click the **Beneficiary** button.

Be sure you have the full name, Social Security Number, gender, birthday, and address for any of the beneficiaries you designate.

**Important!** Beneficiary designations made in Workday don't carry over to DERP. You must designate your DERP beneficiaries in your [MyDERP.org](#) account.

## Your Primary and Contingent Beneficiaries

As an active or inactive member, you can designate a primary beneficiary and contingent beneficiary.

- Your **primary beneficiary** receives a survivor benefit upon your passing.
- Your **contingent beneficiary** receives a survivor benefit in the event you and your primary beneficiary pass away at the same time.



## Who Can You Pick As Your Primary Beneficiary?

- If you're married, your primary beneficiary must be your spouse.
- If you're not married but have children under age 21, you must name **all** your children under 21 as your primary beneficiaries.
- If you're not married and don't have children under age 21, you may name any one individual as your primary beneficiary.
- You **may not** list an estate, trust, or charity as either your primary or contingent beneficiary.



# The Importance of Choosing DERP Beneficiaries

Life changes. Your beneficiaries may need to as well.

## When Should You Review and Update Your Beneficiaries?

You should review your beneficiary designations regularly and update them as needed based on major life events. Keeping your beneficiary information current ensures your DERP Pension Benefit is paid in accordance with your wishes in the event you pass away.



### Birth or Adoption

Update beneficiaries when your family grows.



### Death

Update beneficiaries if someone you've designated passes away.



### Marriage

You may need to add your spouse as a beneficiary.



### Divorce

Review and update beneficiaries after a legal separation.

## Ready to Review and Update Your Beneficiaries?

Follow these steps to review and/or update your beneficiaries:

1. Log in to your [MyDERP.org](#) account
2. Click the **Beneficiary** button.



### Important!

Beneficiary designations made in Workday don't carry over to DERP. You must designate your beneficiaries in your [MyDERP.org](#) account.