**How do I change my beneficiary designations?**

You are entitled to great benefits through your employment with the City of Tacoma. Some of these benefit programs are administered by the City, some are through other agencies or third-party administrators, and some are through a union affiliation. It is important to keep them all up-to-date. Don’t forget that you may also have some personal life insurance policies or retirement accounts outside of the City that you will need to update. With information listed across these various benefit programs, you may need to go multiple places to review the information and make any needed changes.

**Here are the contact numbers for plans offered by the City:**

**City Life Insurance Policies**

Log in to Employee Self Service (ESS) (See the instructions on the Benefits website). Contact the Benefits Office if you need further assistance. Benefits@cityoftacoma.org or 253-573-2345

**City Pension Plans**

**Tacoma Employees’ Retirement System (TERS) Participants**

Complete a TERS Beneficiary Designation Form which can be found on the City’s intranet site under TERS Department forms. You can contact the Retirement Office at 253-502-8200 or at TERSretirement@cityoftacoma.org.

**LEOFF Participants**

Update your beneficiary information online at drs.wa.gov/oaa or contact DRS at 800-547-6657.

**Rail Participants**

As a federal program, the benefits are administered similarly to Social Security and you do not identify beneficiaries to be on file. You can contact the Rail Retirement Board if you have questions at 877-772-5772 or visit rrb.gov.

**City Health Savings Account (HSA) (If you have a High Deductible Health Plan with the City)**

Log in to the online member portal myhealthequity.com, go to the My Profile section and follow the directions. You can contact HealthEquity 24/7 at 866-346-5800.

**City Deferred Compensation Plans**

**MissionSquare**

You can view and change your beneficiary information online through the MissionSquare employee portal at https://www.msqplanservices.org/myplan/302010. Our ICMA-RC representative Keith Penewit, can be reached at kpenewit@missionsq.org or (Work) 202-759-7015 (Cell) 202-430-3932.

**Nationwide**

Log in to the Nationwide employee portal at nrsforu.com. Our Nationwide representative, Michael Ferguson, can be reached at 509-385-7825 or m.ferguson@nationwide.com.

**City VEBA**

Log in to HRA VEBA at hraveba.org, click My Profile and click the Beneficiaries tab. You can contact HRA VEBA at 888-659-8828.

**Union Supplemental Pensions or Life Insurance Benefits**

Contact your local union representative for information, if applicable.