

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)

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)

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

ICMA-RC

You can view and change your beneficiary information online through the ICMA-RC employee portal at icmarc.org. Our ICMA-RC representative Scott Berry, can be reached at 866-838-2102 or sberry@icma.org.

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 (Local 26)

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.