

## 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](mailto: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](mailto:TERSretirement@cityoftacoma.org).

#### LEOFF Participants

Update your beneficiary information online at [drs.wa.gov/oaa](https://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](http://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](http://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](mailto:kpenewit@Missionsq.org) or (Work) 202-759-7015 (Cell) 202-430-3932.

#### Nationwide

Log in to the Nationwide employee portal at [nrsforu.com](http://nrsforu.com). Our Nationwide representative, Michael Ferguson, can be reached at 509-385-7825 or [m.ferguson@nationwide.com](mailto:m.ferguson@nationwide.com).

### City VEBA

Log in to HRA VEBA at [hraveba.org](http://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.

