University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

Employee Services
1800 Grant St., Suite 400
Denver, CO 80203

t 303-860-4200, option 2
f 303-860-4299
1-855-216-7740 (toll free)
benefits@cu.edu

Beneficiary Designation Form
CU Life Insurance Policies

For Faculty, University Staff, Classified Staff and Retirees to designate beneficiaries on CU insurance plan(s) who do not have employee portal access. If you have access to your employee portal, please see the instructions at the bottom of this form.

Beneficiary information:

- If you do not designate a beneficiary for your insurance plans, benefits will be paid according to the provisions of the group policy.
- Beneficiary designations of your most current form revoke all prior designations.
- Primary beneficiary – receives the benefit in the event of your death.
- Contingent beneficiary – receives the benefit only if your primary beneficiary(ies) are deceased.
- If you name more than one primary or contingent beneficiary, indicate the percentage assigned to each and make sure the total in each category equals 100%. Use whole numbers only, no decimals.
- The employee is the beneficiary on all dependent insurance plans.

Employee Information

Employee ID Number – **REQUIRED**   Name (Last)   (First)   (Middle Initial)

Personal Telephone   Campus Telephone   Email Address

Designate your primary and contingent beneficiaries in the appropriate sections below:

Basic Term Life with AD&D

Beneficiary(ies) Name(s): Last, First, MI		Relationship	Date of Birth	%
Primary				%
Primary				%
Contingent				%
Contingent				%

Optional Life with AD&D

Beneficiary(ies) Name(s): Last, First, MI		Relationship	Date of Birth	%
Primary				%
Primary				%
Contingent				%
Contingent				%

Employee Services t 303-860-4200, option 2
1800 Grant St., Suite 400 f 303-860-4299
Denver, CO 80203 1-855-216-7740 (toll free)
benefits@cu.edu

Voluntary Accidental Death and Dismemberment

Beneficiary(ies) Name(s): Last, First, MI		Relationship	Date of Birth	%
Primary				%
Primary				%
Contingent				%
Contingent				%

Signature: _____ Date: _____

• Complete and sign all applicable and required sections
• Click the COMPLETE FORM button below
• Wait for the automatically generated email and hit SEND

Alternate Ways to Submit

In the event you are unable to complete your enrollment electronically, you may do so in the ways described below. Note that these methods do take longer to process.

Make a Copy and Mail or Drop off your Original to:

Employee Services
University of Colorado
1800 Grant Street, Suite 400
Denver, CO 80203

By Fax

Fax to: 303-860-4299 (retain a copy of the fax transmission)

By Email

Documents can be sent through email; however, it is not recommended. External email addresses can be compromised, and therefore the University Information Technology Department does not suggest sending secure information through email. If you must email a document, use your university email account. Email documents to benefits@cu.edu.

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

Employee Services   t 303-860-4200, option 2
1800 Grant St., Suite 400   f 303-860-4299
Denver, CO 80203   1-855-216-7740 (toll free)
                           benefits@cu.edu

How to Add, Change or Remove Beneficiary(ies) in the Employee Portal

Follow these steps to designate your beneficiaries in your employee portal:

1. Login into your **employee portal** (external link).
2. Select the **Benefits and Wellness tile** (or select from the CU Resources dropdown menu).
3. Select the **Benefits Summary tile**.
4. On the summary **select** the plan(s) you want to edit beneficiaries for (Employee Basic Life, Employee Optional Life and/or Employee Voluntary AD&D).
5. Select **Add Beneficiary** to add a new beneficiary.
6. Select **Update Beneficiary Designation** to allocate percentages. The total percentage between beneficiaries must be a total of 100 percent. To remove a beneficiary, change the percentage to 0 percent.
   Note: If you no longer wish to have this individual visible in your employee portal, submit the Dependent/Beneficiary Removal form (external PDF).
7. Select **Save** - changes will be effective immediately.