Request to Remove Beneficiary or Dependent from Employee Portal
Employee Services

This request form is to be used if you no longer want to have a dependent or beneficiary you have previously added, to be visible in your employee portal. This means, they would no longer be an option when adding dependents to your benefit plans or beneficiaries to your insurance policies. In order to be removed, the dependent(s) cannot be currently enrolled in any benefits, and the beneficiary(ies) cannot be currently named on an active insurance policy.

Dependent refers to legal dependents that are eligible to participate on your employee benefits.

Beneficiary refers to the individual(s) or organization that you name on your life insurance policies that will receive the benefit in the event of your death. Beneficiaries can be legal dependents, but do not have to be.

Request

_____   _____

Employee Last Name   First   MI   Employee ID# (6 digit)

I request that the following individual(s) be removed from my employee portal. In so doing, they will no longer be options to add them as dependents to my benefit plans and/or beneficiaries to my life insurance policies.

_____   _____

Last Name   First   MI   Date of Birth

_____   _____

Last Name   First   MI   Date of Birth

_____   _____

Last Name   First   MI   Date of Birth

_____   _____

Employee Signature   Date

Submit

ELECTRONICALLY If you are ready to submit your form, hit the submit button.

BY MAIL Make a copy for your records and send the original to:
Employee Services
University of Colorado
1800 Grant Street, Suite 400
Denver, CO 80203

BY FAX (secured)
303-860-4299
Keep a copy of the fax transmission

BY EMAIL (non-secured)
benefits@cu.edu