How to Manage Life Insurance Beneficiaries [1]

Eligible CU employees must name one or more beneficiaries on their CU-offered life insurance policy(ies).

What is a beneficiary?

- A person or an organization you name to receive your life insurance policy amount in the event of your death.
- Two types of beneficiaries are available:
 - o Primary beneficiary: Receives the benefit in the event of your death.
 - Contingent beneficiary: Receives the benefit if the primary beneficiary(ies) are deceased.

If you do not name a beneficiary, the benefit will be paid out in accordance with group policy provisions.

Who can be a beneficiary?

- One person
- Two or more people
- Trustee
- A charity or organization
- Your estate

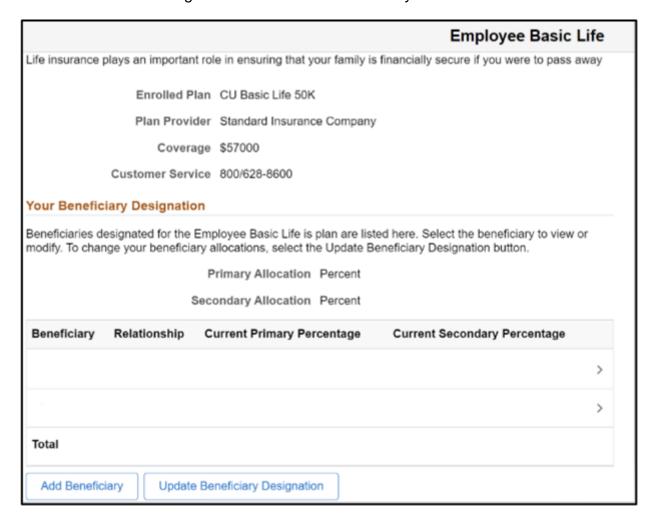
Watch these videos for instructions to add a beneficiary

How to add, change or remove beneficiary(ies) from a life insurance policy

I Step-by-step guide

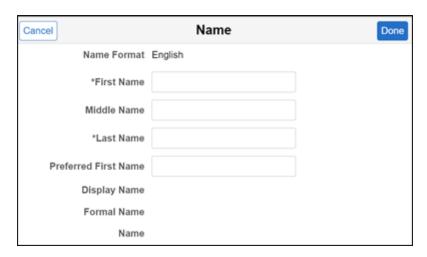
- 1. Log into your employee portal [2].
- 2. Select **CU Resources** (skip this step if CU Resources is your homepage.)
- 3. Click on the Benefits & Wellness tile.
- 4. Click on the **Benefits Summary** tile.
- 5. On the summary, click on the plan(s) you want to edit beneficiaries for: Employee Basic Life, Employee Optional Life and/or Employee Voluntary AD&D.

- 6. You can now complete the following actions:
 - Add beneficiaries
 - Change the percentages of current beneficiaries (the total percentage between beneficiaries must total 100 percent).
 - Remove a beneficiary by changing the percentage to 0 percent. Note: If you no longer wish to see this individual in your employee portal, submit the Dependent/Beneficiary Removal Form [3].
- 7. Click **Save**. Changes will be effective immediately.



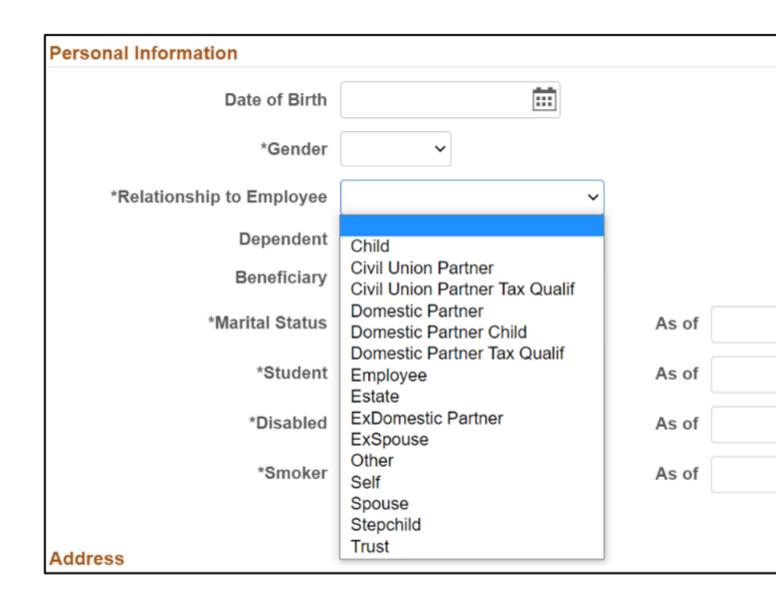
How to designate a charity or organization as a beneficiary

∥ Step-by-step guide To add a trust, charity or estate as a beneficiary, the process is the same as above. However, instead of adding a person's name, you will add the name of the trust, charity, or estate.



In the Personal Information section, answer the non-applicable, required question in any way, and they will be disregarded.

- Gender Unknown
- Relationship to Employee Select the appropriate relationship: trust, charity (other) or estate
- Marital Status Any
- Student Any
- Disabled Any
- Smoker Any



Beneficiary designation for those without portal access

If you do not have access to the employee portal, you can remove a beneficiary using the Beneficiary Designation Form $_{[4]}$.

The <u>Group Life Insurance Policy</u> [5] details the terms of life insurance policies through The Standard Insurance Co. with University of Colorado as the Policyholder.

The Group Policy Amendment No. 23 [6] is attached to and made a part of the Group Policy above.

Groups audience:

Employee Services

Right Sidebar:

ES: Benefits & Wellness - Beneficiaries Docs ES: Benefits & Wellness - IWT Life Insurance

Source URL:https://www.cu.edu/employee-services/how-manage-life-insurance-beneficiaries

Links

- [1] https://www.cu.edu/employee-services/how-manage-life-insurance-beneficiaries [2] https://my.cu.edu
- [3] https://www.cu.edu/docs/remove-beneficiary-or-dependent-employee-portal
- [4] https://www.cu.edu/docs/beneficiary-designation-form [5] https://www.cu.edu/doc/399101bldcerevpdf
- [6] https://www.cu.edu/doc/399101bldam23revpdf