



Update your Beneficiaries!

A beneficiary is a person named to receive your benefits in the event of your death.* Ensuring your beneficiaries are accurately recorded is important. We urge employees to review each of the benefits below annually and after any major life events such as marriage, divorce, children, and/or deaths. Please be sure to designate a beneficiary for each of the applicable benefits below!

Retirement

City's Pension Plans

- Maintained by the Office of Retirement Services.
- Fill out the [Beneficiary Designation Active Members form](#)
- Submit forms via MemberDirect: www.sjretirement.com (select Member Portal Login), Email: retirement.dept@sanjoseca.gov, Fax: (408) 392-6732, or Mail/Drop-Off: 1737 N. First Street, Suite 600, San José, CA 95112, M-F 8:00-5:00

Life Insurance

Basic + Supplemental

- Maintained by the Standard Insurance Company.
- Log into the Standard Insurance BenSelect site. Review the [Guide to Updating Beneficiaries](#) for step-by-step instructions.
- Contact HRBenefits@sanjoseca.gov for assistance.

Deferred Compensation

457, PTC, 401a

- Maintained by VOYA Financial.
- Log in to your VOYA account at sanjose.beready2retire.com > Hover over your name in the top right hand corner click on "Personal Information" > Scroll to the Beneficiary Information and click the "+" symbol > Click "Add/Edit."
- Contact HRBenefits@sanjoseca.gov for assistance.

Personal Accident Insurance (AD&D)

Voluntary Standalone AD&D Plan

- Maintained by eWay.
- Edit your beneficiaries by going to [eWay](#) > Main Menu > Self-Service > Benefits > Insurance Summary > AD&D > Click "Edit."
- Contact HRBenefits@sanjoseca.gov for assistance.

*A trust may be designated as a beneficiary for all the accounts listed above.