

# US Benefits Beneficiary Guide



Benefit Plan	Beneficiary Instructions	Contact
<p>Savings Plan Deferred Compensation Programs</p>	<p>Log into <a href="#">HR Express</a> and click on the “Savings” tile on the home page. Under “Express Help” in the right pane, click on the “Access Your Savings Plan” link. In your Vanguard account, select “Menu” from the upper left corner of the home page, then click on “My Profile” and select “Beneficiaries.” Designate your primary and contingent beneficiaries as appropriate.</p> <p><i>*If you also have a non-retirement account with Vanguard, you will need to select “Log on” from the pop-up window and select “Employer Plans” before advancing to the “Menu.”</i></p>	<p>Vanguard 800-523-1188</p>
<p>Pension Key Employee Supplemental Retirement Plan</p>	<p>Go online to Your Benefits Resources website. From <a href="#">HR Express</a>, click on the “Pension” tile on the home page. From the “Personal Pension Information” section, select the “Your Benefits Resources (YBR)” link.</p> <p>In YBR, click the down arrow next to the “Your Profile” tab at the top right-hand corner of the page and select “Manage Beneficiaries.” Depending on your benefit selection, you will see one to six tabs. Beginning with the first tab, select “Add Beneficiary” or “Manage Beneficiaries” and follow the steps as prompted.</p>	<p>Benefits Center 800-965-4421</p>
<p>Basic Life Insurance Supplemental Life Insurance Accidental Death &amp; Dismemberment (AD&amp;D) Occupational Accidental Death (OAD)  Spouse Life Insurance * Child Life Insurance * Spouse AD&amp;D * Child AD&amp;D *</p>	<p>Go online to Your Benefits Resources website. From <a href="#">HR Express</a>, click on the “Health &amp; Well-Being” tile on the home page. From the “Personal Benefits Information” section, select the “Your Benefits Resources (YBR)” link.</p> <p>In YBR, click the down arrow next to the “Your Profile” tab at the top right corner of the page and select “Manage Beneficiaries.” Depending on your benefit selection, you will see one to six tabs. Beginning with the first tab, select “Add Beneficiary” or “Manage Beneficiaries” and follow the steps as prompted.</p> <p><i>* As the employee, you are the designated beneficiary for Life Insurance and/or AD&amp;D Insurance for your spouse and/or child, if insurance is elected.</i></p>	<p>Benefits Center 800-965-4421</p>

Health Savings Account (HSA)	Go online to <a href="http://myaccounts.hsabank.com">myaccounts.hsabank.com</a> . In your HSA Bank account, click the "Profile" tab and select "Add Beneficiary" or "View/Update" or "Remove" as appropriate and follow the steps as prompted.	HSA Bank 800-357-6246
Restricted Stock Units (RSU)	RSUs cannot be assigned to a beneficiary, except by will or the laws of descent and distribution.	Merrill Lynch 877-785-6698

***Note: Be prepared with your beneficiary's date of birth, Social Security Number, address and telephone number. For certain plans, if you designate as your primary beneficiary someone who is not your spouse, you may be required to complete and submit an additional form or obtain your spouse's notarized consent.***