

Forms needed to change a beneficiary:

1. ETSU- Designation of Beneficiary form for payout of last wages, annual and sick leave (1 page). This one should be returned to the Office of Human Resources.
2. Basic Life Insurance Beneficiary Designation Application (2 pages). This one should be returned to the Office of Human Resources.
3. Optional Accidental Death Enrollment Application- to change beneficiary if you purchased additional AD&D insurance (2 pages). This one should be returned to the Office of Human Resources.

4. Employee's retirement accounts:

If employee is in TCRS: Complete the "Active Member Change of Beneficiary" form (2 pages) and mail to TCRS.

If employee has a 401K from Great West/Empower: Complete the "Beneficiary Designation 401(k) Plan" form (2 pages) and fax or mail to Great West/Empower.

If employee is in the Optional Retirement Plan (ORP): employee must contact the vendor they chose:

VOYA: Bill Rutter, 865-599-0344
VALIC: Justin Copp, 423-930-4612
TIAA/CREF: Andrew Hall, 866-842-2336, ext. 252905

5. If employee purchased additional term life insurance through Minnesota Life, employee may complete the "Securian Beneficiary Designation" form in this packet or log on to www.LifeBenefits.com/StateofTN using the following ID and password:

Your ID: TN + your Edison ID number (found on your CVS/Caremark card).

Your Password: your eight-digit date of birth (MMDDYYYY) followed by the last four digits of your Social Security number.