

## How to Update Your Beneficiary Designations

Separate beneficiary forms must be completed for each plan. All beneficiary designation forms are located in the Forms folder on the City of Oakland's Benefits webpage at [www.oaklandca.gov/benefits](http://www.oaklandca.gov/benefits). Note, beneficiary designations for the 457 Deferred Compensation plan and CalPERS pension can also be done online (see links in the "Online Option" column in the matrix below).

Remember to keep copies for your own record.

Plan	Form	Where to Submit	Online Option
<b>457 Deferred Compensation</b>	<a href="#">ICMA Beneficiary Designation Form</a>	<b>ICMA-RC</b> Attn: Work Flow Mgt Team <b>FAX:</b> 202-682-6439  <b>Mail:</b> P.O. Box 96220 Washington, DC 20090-6220	<a href="https://www.icmarc.org/city-of-oakland-457-plan.html">https://www.icmarc.org/city-of-oakland-457-plan.html</a>
<b>CalPERS Retirement</b>	<a href="#">CalPERS Pre-Retirement Lump Sum Beneficiary Designation Form</a>	<b>City of Oakland Benefits Unit</b>  <b>FAX:</b> 510-238-6560  <b>Mail:</b> 150 Frank Ogawa Plaza, 2 <sup>nd</sup> Floor HR Oakland, CA 94612	<a href="https://my.calpers.ca.gov">https://my.calpers.ca.gov</a>
<b>Life Insurance The Hartford (Non-Sworn and UU1, UN1, UR1 Only)</b>	<a href="#">The Hartford Beneficiary Form</a>	<b>City of Oakland Benefits Unit</b>  <b>FAX:</b> 510-238-6560  <b>Mail:</b> 150 Frank Ogawa Plaza, 2 <sup>nd</sup> Floor HR Oakland, CA 94612	
<b>Final Checks</b>	<a href="#">Designation of Checks</a>	<b>Your Department Payroll Reporter</b>	