



UPDATE YOUR BENEFICIARY TODAY! IT'S QUICK AND EASY

ENSURE YOUR ASSETS PASS ON AS YOU INTEND BY NAMING YOUR BENEFICIARIES FOR YOUR CITY OF TALLAHASSEE PLAN(S).

TO UPDATE YOUR BENEFICIARY ONLINE, FOLLOW THESE EASY STEPS:

1. Log in to www.retirewithtalgov.com.
2. Click on the "My Accounts" tab and select each of your City of Tallahassee plans from the "Account List" to update your beneficiary in each plan.
3. Click the "Beneficiaries" link under "Account Information" in the left menu.
4. Review current beneficiary information and click on each beneficiary's name to make edits as needed.
5. Click "Add Another Beneficiary" to add new beneficiary information.
6. Fill in the information about your new beneficiary and click "Save." (Please note: You will need a Social Security number, birth date, phone number and mailing address for each new beneficiary.)
7. Verify the information is correct and click "Confirm & Continue."
8. Review your updated "Beneficiaries" page and print for your records.

GO BACK TO STEP 2 IF YOU HAVE MORE THAN ONE PLAN.



Please provide your beneficiary information for each plan you are enrolled in with the City of Tallahassee.

We've made it easy to update your beneficiary by enclosing the appropriate beneficiary form for you. You may receive additional beneficiary forms if you are enrolled in multiple plans.

FOR ASSISTANCE WITH UPDATING YOUR BENEFICIARIES, CALL (800) 701-8255 DURING THE HOURS OF 8 A.M. TO 10 P.M. ET TO SPEAK WITH A CUSTOMER SERVICE REPRESENTATIVE.

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