



Employee Tip Sheet

UPDATING BENEFICIARY DESIGNATIONS

It's important to keep your beneficiary designations current!

When you first began working with the District, you filled out beneficiary information as part of the “new hire” process. As time passes, individual circumstances do change. Keeping each beneficiary designation updated is important because it determines how your final wishes are carried out.

You should consider updating beneficiary designations if you:

- Designated a beneficiary who is now deceased or who has experienced a name change;
- Changed your marital status;
- Designated an individual that you no longer wish to have designated as a beneficiary;
- Wish to add a beneficiary.

This tip sheet identifies important employment-related beneficiary documents and summarizes the procedure for updating these records.

1. WARRANT RECIPIENT DESIGNATION (“LAST PAYCHECK”)

Under [California Government Code § 53245](#), you may designate a person to receive your last paycheck in the event of your death. You may also change this beneficiary designation (or designations) as your circumstances change. To designate a new beneficiary, submit a new [Warrant\(s\) Recipient Designation](#) card to Payroll, District Office. This form may be obtained from your college personnel-payroll office or from the [Employee Forms](#) section of the [LACCD website](#).

2. LIFE INSURANCE, LACCD BOARD-PAID POLICY

To designate a new beneficiary for your Board-paid life insurance policy, contact Insurance Section, District Office, (213) 891-2200. Ask for *Request for Change of Beneficiary* form and follow the instructions provided.

3. RETIREMENT SYSTEMS

The LACCD does not maintain retirement system beneficiary information. To change your beneficiary designation, contact your retirement system directly. Beneficiary forms and/or assistance are available on each website.



- [State Teacher's Retirement System \(CalSTRS\)](#) (www.calstrs.org)
- [Public Employee's Retirement System \(PERS\)](#) (www.calpers.ca.gov)
- [Public Agency Retirement System \(PARS\)](#) (www.parsinfo.org)
- [Social Security Administration \(SSA\)](#) (www.socialsecurity.gov)