Sun Life®

LIFE INSURANCE

Update your beneficiary designations



When life's big events happen, it's hard to remember to take care of all the details. But it's essential to do so.

Your beneficiary designation is one of the most important pieces of information you need to update when a big life event happens.

The beneficiary designation specifies who will receive your insurance proceeds. Most importantly, by keeping this up to date, you can have peace of mind knowing that you've taken the appropriate action to ensure your wishes are known and will be carried out.

Annual enrollment is the perfect time to review and confirm that your beneficiary designation is up to date. This will reduce any chance of delay during the claim process.

- If you want to keep the same beneficiaries and have provided the last four digits of their Social Security Numbers (SSNs), no need to do anything! Everything will remain the same.
- If you have multiple lines of Life insurance coverage you will need to specify a beneficiary for each line of coverage.
- If you want to designate a minor as a beneficiary, you should appoint a guardian of the minor's estate. If a guardian is not appointed, we will consider paying benefits according to the minor's state of residence Uniform Transfer to Minor Act.
- If you have recently faced a life event and want to change beneficiaries or add beneficiaries' SSNs, it's easy. Just follow these simple steps on the next column:

For more information on beneficiary designations, please contact your Benefits Department.

To update beneficiary designations

1. If you are signing up for benefits for the first time, complete the benefit enrollment process for Life insurance. Then complete your beneficiary designation online through your benefits site.
2. If you are already enrolled and want to designate beneficiaries, change beneficiaries, or need to add the last four digits of the beneficiaries' SSNs, you may do so online through your employer's benefits site.
3. Make sure you read the instructions and complete all applicable fields. New beneficiary designations entered will replace all prior designations made in past enrollments.
4. If you designate multiple Primary or Secondary beneficiaries, you must specify the percentage share for each. The the total percentage within each beneficiary class should equal 100%. Otherwise, surviving beneficiaries within the same class will share the proceeds equally.

Estate or Trust as a beneficiary?

- If you designate your Estate as the beneficiary, payment of benefits will be made to the executor or administrator of the estate. The executor or administrator is appointed by a probate court, and this appointment must be completed before we can pay the benefit.
- If your beneficiary is a Trust, we will send a Verification of Trust form for the Trustee to complete and return. We also accept a certified copy of Trust documents. The Trustee should complete the Claimant's Statement.

Group insurance policies are underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) in all states except New York. In New York, group insurance policies are underwritten by Sun Life and Health Insurance Company (U.S.) (Lansing, MI). Product offerings may not be available in all states and may vary depending on state laws and regulations.

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