

# Who is Your Beneficiary?



**PLEASE**, remember to update your Beneficiary designation with Employee Trust Funds if you have had any life events that may change who should receive your life insurance and retirement monies upon your death. It is critical that this information reflects your decision on the distribution of these benefits and, it is critical to note that the monies are paid to the **person** shown as your Beneficiary. REMEMBER: ***THE BENEFICIARY IS NOT DETERMINED BY THE “RELATIONSHIP”, BUT BY THE NAME LISTED ON THE FORM.***

*This information is kept on file by Employee Trust Funds, and they will not reveal your Beneficiary, if contacted; however, your Beneficiary is shown on your annual statement from ETF that you will be receiving in April. If there is any concern that this information is not correct, **fill out a new form and send it (directly) to Employee Trust Funds. (It’s also a good idea to keep a copy for your records.)***

**NOTE:** The Beneficiary form is located on the Jefferson County employee web site – under the Human Resources heading, “H/R Benefit Forms”. Or, contact Human Resources for a form. After completion, send it to ETF at the address shown in the upper left-hand corner of the form.