

Need to Update Your Beneficiaries?

As you navigate life changes such as marriage, divorce, or the birth of a child, it is important to maintain up-to-date beneficiary information with the Employee and Retiree Service Center ERSC. While ERSC is the first stop for some of your beneficiary designations, ERSC staff is not able to report or confirm the beneficiaries on your existing plans. If you are uncertain of your earlier decisions, you may update your beneficiaries at any time by completing and submitting the following through [MCPS Hub+](#) or using paper forms as indicated.

To change your basic employee term life insurance beneficiaries—

- Redesignate or remove your Basic Employee Life Insurance beneficiary(ies) by logging in to [Hub+](#) and following [these instructions](#). You will need to be logged in to your MCPS Google account to access the instructions.

To change your optional employee life insurance beneficiaries—

- Redesignate or remove your Optional Employee Life Insurance beneficiary(ies) by logging in to [Hub+](#) and following [these instructions](#). You will need to be logged in to your MCPS Google account to access the instructions.

To change your pension plan beneficiaries—

- MCPS core and/or supplemental pension plan:
Submit [MCPS Form 455-5, MCPS Core and/or Supplemental Pension Plans Designation of Beneficiary/Beneficiaries](#).
- State Retirement and Pension System of Maryland core plan:
[Log in to mySRPS](#) to update beneficiaries online.

To change your 403(b) or 457(b) plan beneficiaries with Fidelity—

- Log in to [Fidelity NetBenefits®](#),
- Click the Accounts & Benefits tab,
- Click **Update My Beneficiary**, and
- Follow the online instructions

To update 403(b) or 457(b) plan beneficiaries with another vendor—

- Contact your vendor. Forms must be submitted directly to your vendor.