Employee and Retiree Service Center
The Bulletin—January 28, 2026

New Personal Information? Make Sure Everything Is Up to Date

Make sure your employee information is up to date so you can receive important notifications and the beneficiaries for your pension plan and other benefits are in line with your wishes.

Update Your Personal Information
- To update your name, title, address, and telephone number on record with the Employee and Retiree Service Center (ERSC), log in to [MCPS Hub+](#), select the **Me** tab, followed by the **Personal Information** tile, and either the **Personal Details** or the **Contact Info** tile. Click the editing tools at right to update your information.
- To update or correct your date of birth, gender, and Social Security number, please complete and submit [MCPS Form 445-1A, *Change in Personal Information for MCPS Employees*](#), to ERSC.

Update Your Banking and Tax Information
Changes to your banking or tax information on record with Montgomery County Public Schools (MCPS) also can be made via [Hub+](#). Under the **Me** tab, select the **Direct Deposit & W4** tile.
- Select **My Direct Deposit** to add or change your direct deposit bank account. Click the editing tool to make changes.
- Select **Tax Withholding** to change your tax withholding allowances. Click the editing tool to make changes.

Update or Allocate Life Insurance Beneficiary Shares
If you have not already done so, you are required to enter your life insurance beneficiary information into [Hub+](#). Designations made in the former system could not be transferred to Hub+.

Employees may update or allocate beneficiary shares for **Basic** or **Optional Employee Term Life Insurance** through [Hub+](#). To update beneficiary shares for an existing beneficiary—
- Log in to Hub+, select the **Me** tab, followed by the **Benefits** tile. Scroll down and click the **Designate Life Insurance Beneficiary(ies)** link under Quick Actions. Update the allocation percentages as needed, and **Submit** your changes.
- If you have not previously designated beneficiaries for your basic or optional life insurance, you must first **Report a Life Event** in Hub+ and add beneficiaries before allocation percentages can be updated. See the [Designate or Remove Your Beneficiaries—Life Insurance](#) employee user guide for detailed instructions.

To update 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:
  Log in to mySRPS to update online.

To update your 403(b) or 457(b) plan beneficiaries with Fidelity—
- Visit Fidelity NetBenefits®
- Scroll down and, under Make Updates to My Account, click **Update My Beneficiary**.
- Follow the online instructions.

To update your 403(b) or 457(b) plan beneficiaries with another vendor—
- Contact your vendor. Forms must be submitted directly to your vendor.