

Employee and Retiree Service Center
The Bulletin—December 17, 2025

Is Your Employee Information Up to Date?

Did you move, marry, or have a child in 2025? As you navigate these and other life changes, it is important to maintain up-to-date information with the Employee and Retiree Service Center (ERSC). This will ensure that your taxes, pension, life insurance, and defined contribution plan beneficiaries are in line with your wishes and that you never miss an important notification. Here is how to make sure your information is up to date:

Update Your Personal Information

- **Name, Title, Home Address, and Telephone Number**

To update your name, title, home address and telephone number, log in to [Hub+](#), select the **Me** tab, and the **Personal Information** tile. You will find detailed instructions in the [Hub+ Personal Information User Guide](#), which you can access by logging in to your MCPS Google account.

- **Date of Birth, Gender, and/or Social Security Number**

To update your date of birth, gender, and/or social security number, please submit [MCPS Form 445-1A: Change in Personal Information for MCPS Employees](#) to ERSC.

Update Your Banking Information for Direct Deposit

If you have changed your direct deposit bank accounts or wish to add a second account, you will make your change through [Hub+](#). After logging in to Hub+, select the **Me** tab, then the **Direct Deposit & W-4** tile. Further instructions are available in the [Hub+ Pay and Compensation User Guide](#).

Update Your Beneficiaries

While ERSC is the first stop for some of your beneficiary paperwork, ERSC staff is not able to report or confirm the beneficiaries on your existing plans. If you are uncertain of your earlier decisions, submit a new beneficiary form to be certain that your beneficiaries are in line with your wishes.

To change your basic and optional employee term life insurance beneficiaries, after **January 2, 2026**—

- Log in to [Hub+](#), select the **Me** tab, then the **Benefits** tile. See remaining instructions in the [Benefits Employee User Guide](#).

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

- Log in to [Fidelity NetBenefits®](#)

- Scroll down and, under Make Updates to My Account, click **Update My Beneficiary**.
- Follow the online instructions.

To change your 403(b) or 457(b) plan beneficiaries with a former plan vendor:

- Contact your vendor—forms must be submitted directly to your vendor.

To change your pension plan beneficiaries:

- MCPS core and/or supplemental retirement plan members:
 - Submit [MCPS Form 455-5: Designation of Beneficiary/Beneficiaries](#) to ERSC.
- Maryland State Retirement and Pension System core retirement plan members:
 - View and update beneficiaries online via [mySRPS](#).

If you have experienced certain life events this year, such as the birth or adoption of a child, there may be additional actions you will want to consider. [Visit the ERSC website](#) to learn more about life events and their possible impact on your employee benefits, taxes, etc.