

### Adding or Changing Beneficiary(ies)

It is good practice to check your beneficiary information for accuracy on occasion and to keep the information up to date.

Beneficiaries may be viewed or changed at any time during the year. The designation must be made in percentage allotments totaling 100% for primary beneficiaries and 100% for contingent beneficiaries, if applicable. The following items are needed to update or add beneficiaries:

1. Name
2. Address
3. Phone number
4. Date of Birth
5. Social Security Number

### ***State of Florida Group Insurance Plans***

Beneficiaries for state (People First) life plans may be designated or changed online at [www.lifebenefits.com/florida](http://www.lifebenefits.com/florida), or through a form found at [Forms and Documents](#). The form must be submitted to Securian's Tallahassee branch office at the address on the form.

While completing your beneficiary designation, you will be asked for your 8-digit People First ID. If your ID is not eight digits, add necessary zeros before your ID.

This designation will apply to your State-provided coverage as well as any additional life insurance coverage you elect.

### **For Additional Assistance:**

Visit [LifeBenefits.com/florida](http://LifeBenefits.com/florida) or call Securian Financial at 1-888-826-2756.

### **Florida Retirement System Pension Plan**

Check your beneficiary information on the Internet at [Division of Retirement Online Services](#) or contact the Division of Retirement at (850) 907-6500 to request current beneficiary information. If information is incorrect or needs to be updated, use the FRS [BEN-001 Beneficiary Designation Form-Active Employees Only](#). Active employees in DROP would use the FRS [FST-12 Beneficiary Designation Form](#).

### **Florida Retirement System Investment Plan**

FRS Online version of the Beneficiary Designation Form [IPBEN-1 \(complete online\)](#) or complete the [FRS Beneficiary Designation Form IPEN.1](#).