



City of Riverside Human Resources Department

BENEFICIARY CHECKLIST

Beneficiary changes can be made at any time during the year. When updating this information, it is important to consider all of the areas in which you may wish to make a change. The checklist below is provided to assist you. Please visit our benefit website at <http://www.riversideca.gov/human/benefits> to locate detailed information on each benefit.

BENEFICIARY CHANGES		
Benefit Plan	Where to Find Information	How to Enroll/Change
<input type="checkbox"/>	Retirement (CalPERS)	Benefits website; click on the Benefit Forms link
<input type="checkbox"/>	Retirement (PARS) (for non-benefitted employees)	Benefits website; click on the Benefit Forms link
<input type="checkbox"/>	Life Insurance and Additional Life Insurance	The Standard's Website; https://standard.benselect.com/enroll
<input type="checkbox"/>	Empower or ICMA-RC 457 Deferred Comp.	Benefit website; click on the Benefit Forms link
<input type="checkbox"/>	ICMA-RC 401(a) Deferred Comp.	Benefit website; click on the Benefit Forms link
<input type="checkbox"/>	Final Payroll Check	City's Intranet: Forms & Manuals, Payroll, Final Paycheck Beneficiary
		Complete the CalPERS Beneficiary Designation Form and submit to HR
		Complete the PARS Designation of Beneficiary Form and submit to HR
		Enter and submit beneficiary information electronically
		Complete the Great-West Beneficiary Designation Form or ICMA-RC Beneficiary Designation Form and submit to HR, or via online at: https://www.empower-retirement.com/
		Complete the ICMA-RC 401(a) Plan Change Form and submit to HR, or via online at: http://www.icmarc.org/
		Complete form and return to Finance-Payroll (City Hall, 6 th Floor)

If you require assistance or have any questions, you may contact each vendor directly or contact Human Resources, Benefits division at (951)826-5639 or via email at citybenefits@riversideca.gov.