

Retirement plan information - Managing your beneficiary(ies)

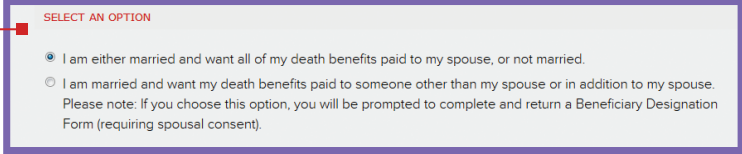
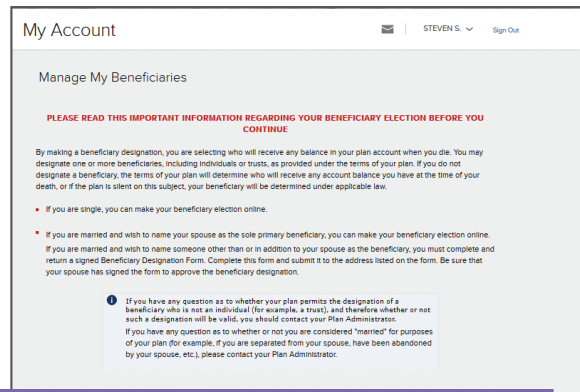
Selecting a beneficiary is an important part of your overall financial wellness. It ensures that the assets from your retirement savings account are distributed to the person, people, or entities you want it to go to upon your death. It's equally important to keep your beneficiary information up to date, especially after major life event changes, such as marriage, divorce, death, the birth or adoption of a child, etc.



Manage your beneficiary information in a few easy steps:

Step 1

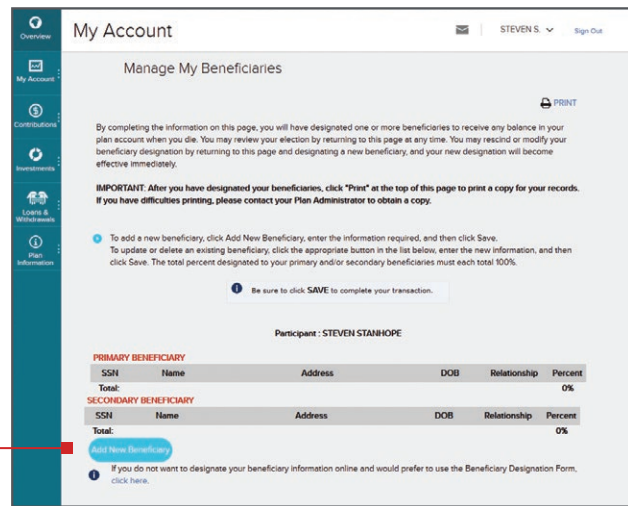
Log into your account at [My.ADP.com](https://my.adp.com) and select **GO TO PARTICIPANT WEBSITE** under **FULL Account Features**. Once on the home page navigate to **My Account > Manage My Beneficiaries**. Select one of the options to proceed.



Step 2

If you select **I am either married and want all of my death benefits paid to my spouse, or not married**, you will be redirected to a page where you can select **Add New Beneficiary**.

If you select **I am married and want my death benefits paid to someone other than my spouse or in addition to my spouse** you will need to complete and return a hard copy version of the Beneficiary Designation Form.



ADP, Inc. and its affiliates do not offer investment, tax or legal advice to individuals. Nothing contained in this communication is intended to be, nor should be construed as, particularized advice or a recommendation or suggestion that you take or not take a particular action. Questions about how laws, regulations, guidance, your plan's provisions or services available to participants may apply to you should be directed to your plan administrator or legal, tax or financial advisor.

ADP RETIREMENT SERVICES 71 Hanover Road, Florham Park, NJ 07932

ADP, the ADP logo and Always Designing for People are trademarks of ADP, Inc. All other trademarks and service marks are the property of their respective owners. 99-4052-P-03-0121 ADPRS-20210104-1664 Printed in USA © 2015-2021 ADP, Inc. All Rights Reserved.



Always Designing
for People™