

IMPORTANT – ACTION NEEDED

Life and AD&D Beneficiary Designations

RIT partners with Prudential Insurance Company of America to provide life insurance, accidental death and dismemberment (AD&D) insurance, short-term and long-term disability, and Family and Medical Leave Absence (FMLA) administration). As part of this relationship, Prudential is the administrator of your life and AD&D insurance beneficiaries. It is critical that Prudential have the most up to date beneficiary records for all participants so benefits can be paid according to your wishes.

To make it as easy as possible for you to designate your beneficiary(ies), Prudential offers two convenient beneficiary designation methods: 1) via a secure Internet site, or 2) via U.S. mail.

To designate your beneficiary through the Internet:

1. Access the Beneficiary Designation website at www.prudential.com/mybenefits
2. Select "Register Here"
3. In the Control Number field, enter 50757
4. Complete the required information on the following screens and create a personal User ID and personal password

NOTE: Be sure to **SUBMIT** your beneficiary designations at the conclusion of your transaction. Also note that you can utilize the "print" icon to print a confirmation as well as receive confirmation via your personal e-mail account.

(Once you have set up a username and password, you will be able to use it if you have a disability or absence claim.)

To designate your beneficiary via U.S. mail:

1. Call Prudential toll-free at 1-800-778-3827/v and 1-800-496-1214/TTY to request the appropriate form. Representatives are available to assist you Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time.
2. Return your completed form to Prudential at the address indicated.

Please remember that it is important to keep your beneficiary designations up to date, especially as your circumstances change (e.g., marriage, divorce, birth or adoption of a child). You can log in and review and update your life/AD&D beneficiaries at any time. (You designate your retirement plan beneficiaries directly with Fidelity and/or TIAA-CREF).

If you have any questions, please contact the Human Resources Department at (585) 475-5346/V or benefits@rit.edu.