

## Setting a Trust as a Beneficiary Designee for UF Life Plans

If a minor (a person not of legal age) or your estate is the beneficiary, it may be necessary to have a guardian or a legal representative appointed by the court before any death benefit can be paid. If the beneficiary is a trust, the trustee must be identified in the beneficiary designation.

To designate a trust as a beneficiary, you must enter the trustee's information as a beneficiary. To do so, complete the following steps.

- 1. Login to my.ufl.edu.
- 2. Click Main Menu > My Self Service > Benefits > Benefits Summary

Favorites Main Menu > My Self Service > Benefits > Benefits Summary

- 3. Click the hyperlink of the UF life plan you wish to edit.
- 4. Click the **Edit** button at the bottom of the screen.
- 5. Click the Add a New Beneficiary button to add a new person to your list of beneficiaries.
- 6. Add the missing digits of your SSN and your date of birth in the security screen.
- 7. Add "Trustee" in the First Name field.
- 8. Add the full name (first and last) of the Trustee (or Executor) in the **Last Name** field.

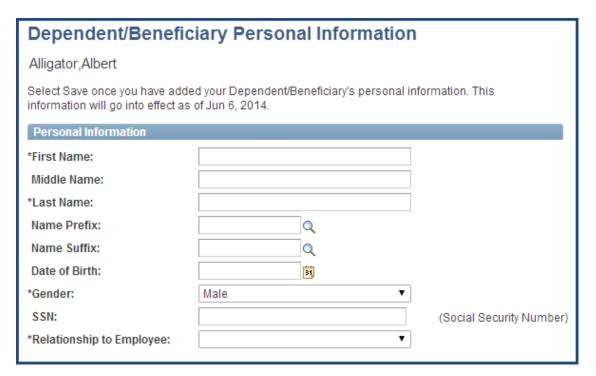


Figure 1: Dependent/Beneficiary Personal Information Screen

## **Instruction Guide**

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- 9. Select the appropriate option for the **Gender** field from the drop down menu. This does not have an impact on the Trustee beneficiary designation, but it is a required field.
- 10. Select the "Estate" option in the **Relationship to Employee** field from the drop down menu.
- 11. Input the Address and phone number of the beneficiary in the Address and Phone fields.
- 12. Click the **Save** button.
- 13. Click the **OK** button in the Save Confirmation page.
- 14. Click the Return to Change Current Beneficiaries and Allocations link.
- 15. Click the **Return to Life Insurance Main** link.

## **Beneficiary Tips**

When selecting a beneficiary, consider the following points:

- Your designation revokes all prior designations.
- Benefits are payable to a contingent beneficiary only if you are not survived by one or more primary beneficiaries.
- If you name two or more beneficiaries in a class (primary or contingent), two or more surviving beneficiaries will share equally, unless you provide for unequal shares.
- A power of attorney must grant specific authority, by the terms of the document or applicable law, to make or change a beneficiary designation. If you have questions, consult your legal advisor.
- Dependents Insurance and Supplemental Life Insurance on your Spouse, if any, is payable to you, if living, or as provided under your Employer's coverage under the Group Policy.
- It is critical that an up-to-date phone number and contact information is listed for any beneficiary designation.