

How to Update Your Beneficiary Designations

Separate beneficiary forms must be completed for each plan. All beneficiary designation forms are located in the Forms folder on the City of Oakland's Benefits webpage at www.oaklandca.gov/benefits. Note, beneficiary designations for the 457 Deferred Compensation plan and CalPERS pension can also be done online (see links in the "Online Option" column in the matrix below).

Remember to keep copies for your own record.

Plan	Form	Where to Submit	Online Option
457 Deferred Compensation	Mission Square Beneficiary Designation Form	Mission Square Attn: Work Flow Mgt Team FAX: 202-682-6439 Mail: P.O. Box 96220 Washington, DC 20090-6220	https://www.missionsq.org/city-of-oakland-457-plan/html
CalPERS Retirement	CalPERS Pre-Retirement Lump Sum Beneficiary Designation Form	City of Oakland Benefits Unit FAX: 510-238-6560 Mail: 150 Frank Ogawa Plaza, 2 nd Floor HR Oakland, CA 94612	CalPERS Website: https://my.calpers.ca.gov Online Instructions: CalPERS Online Beneficiary Designation Instructions
Life Insurance The Hartford (Non-Sworn and UU1, UN1, UR1 Only)	The Hartford Beneficiary Form	City of Oakland Benefits Unit FAX: 510-238-6560 Mail: 150 Frank Ogawa Plaza, 2 nd Floor HR Oakland, CA 94612	
Final Checks	Designation of Checks	Your Department Payroll Reporter	