

How To Change Your Benefit Information

Have you recently moved? Did you get married or divorced? Do you want to update your beneficiaries? Please see the instructional information listed below on how to do so.

Human Resources & Payroll:

- Notify Supervisor of your name or address change. They will complete a PPR and submit to Human Resources (HR).
- Be sure to contact HR directly to update your Emergency Contact and Tax forms.

Benefits such as Anthem, Lincoln Financial Group (Term Life) & the Everside Clinic:

- This information will automatically update once the PPR is received from your supervisor. It can take up to two weeks for these changes to be reflected.
- Please note, if you have gotten married or divorced and need to make changes to your benefit selection, you only have 30 days from the date of the event to do so. Please contact the Benefits Specialist in HR for further assistance.

Health Savings Account (HSA):

- Contact your financial institution directly to update your information.

Deferred Compensation (Nationwide):



How to access your account

You'll need your username and password to access your retirement account. If you haven't already set up an online account, simply visit www.nrsforu.com to sign up.



For help when you need it

If you have questions or need additional information, contact Nationwide's service center at 1-877-877-3878. Our specialists are available Monday-Friday 8:00 a.m. - 11:00 p.m. (EST).

PERF (Indiana Public Retirement System):

- Changes can be made by phone, 844-464-6777, or by visiting www.my.voya.com and logging into your account. If this is the first time accessing the site, you will have to register before logging in.
- Name Change - Complete the Change of Name form and fax directly to INPRS at 866-591-9441.
- *Sheriff's Merit of PSCC Retirement members must contact your department for information and instructions.*

Beneficiary Changes:

- **Lincoln Financial** – Complete the Lincoln Financial Beneficiary Designation form and fax directly to 800-462-4660.
- **Nationwide (Deferred Comp)** – Complete Beneficiary Change form and mail to the address listed on the form.
- **PERF (INPRS)** – Complete the Beneficiary Designation form and fax directly to 844-265-5840
- ***Please note, only complete the forms for the benefits you currently participate in. If you are unsure which ones are needed, please contact HR for further assistance***

**For questions or additional information, feel free to contact
Human Resources at 574-535-6725**

