

# Review Your Insurance Beneficiary

As a full time employee of Williamson County, you received a \$50,000 life insurance policy at no cost.

An important part of this free benefit is that you (the employee) choose a beneficiary. The Beneficiary is the person you have designated to receive your insurance proceeds in the event of your death. It is very important to make sure your beneficiary information is always up to date. This will make it much easier on your family members to file a claim and receive the benefit quickly.

Certain life events such a marriage or the birth of a child or divorce should also trigger a review of your beneficiary information. This will save your family members a lot of unnecessary grief in the future.

You should review your beneficiary information at least once a year to make sure everything is current. Even though you may have the same beneficiary, they might have changed addresses. A regular beneficiary review each year will make sure you capture these changes.

You can review, change or update information on your beneficiaries anytime during the year by logging into the Benefits Module.

<https://www.aflacatwork.com/williamson>

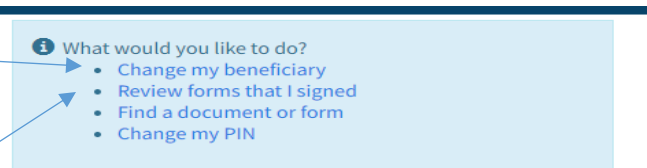
**Your Employee ID** is the first four digits of your last name and the last four digits of your Social Security Number, or you can use your full social security number (no dashes)

**Your PIN** is the last four digits of your Social Security Number and the last two digits of your year of birth.

Once logged in, upper right corner, you will see a blue box, choose, Change my beneficiary.

We recommend that you place a copy of your Benefits Summary with your important papers since it provides your life insurance amounts and beneficiary information.

Your Benefits Summary can be located by going to Review forms that I signed,



Contact Gina Crawford at [gina.crawford@williamsoncounty-tn.gov](mailto:gina.crawford@williamsoncounty-tn.gov) if you have questions or need help updating your beneficiary information.