

How to name your beneficiaries at TIAA

Naming your beneficiaries and putting essential documents in place can make a difference for the people and causes you care about. When the time comes, retirement plan assets will be transferred according to the terms of your plan’s beneficiary designation, not by the terms of your will. If there’s no named beneficiary, fulfilling your wishes may face significant delays and costs.

How beneficiaries will transfer from Fidelity and Vanguard

If you currently have an account with...	Then...
Fidelity only <i>or</i> Vanguard only	Your current beneficiary will automatically transfer to TIAA
TIAA <i>and</i> Fidelity and/or Vanguard	Your Retirement Choice (RC) contract beneficiary will apply to your account
Fidelity <i>and</i> Vanguard (<i>and not TIAA</i>)	Your beneficiary will be set to “Estate”

A note about non-spouse beneficiaries:

Under many retirement plans, spouses are entitled to receive at least 50% of the participant’s retirement plan death benefits. If you would like to direct less than 50% to your spouse, you and your spouse will need to complete a spousal waiver form for each affected contract. If such a spousal consent is not executed, your spouse will be entitled to receive at least 50% of your preretirement survivor benefits, regardless of your beneficiary designation.

***Please note:** If you currently have a signed spousal waiver on file with Fidelity or Vanguard, you will need to request a new beneficiary form and waiver after the new account is set up at TIAA. Please log in to your TIAA account to update your beneficiaries or call TIAA at **800-842-2252** to request a new beneficiary form and non-spouse waiver. Also, anytime your marital status changes, it’s important to review your beneficiary elections on file to ensure they reflect your intentions and meet spousal waiver requirements where needed.*

How to review your beneficiaries on your TIAA account

Before you begin please note:

Once you submit a change, it will take several minutes for the change to be reflected on your account. During this time, accounts listing your updated beneficiaries are not available for editing. Once the change is reflected on your account, additional changes can be made as necessary.

Please make all updates before you submit. You cannot save your beneficiary changes as a draft, then log out.

In addition to your beneficiary's full legal name, it may be helpful to have this optional beneficiary information in front of you before you start: gender, date of birth, tax ID type, tax ID number, phone number, country.

You can name your beneficiary following these simple steps:

1. Log in to **TIAA.org** (before December 8) or **DrexelOne** (December 8 or after)
2. Go to **Actions** at the top of the Account summary screen, select **BENEFICIARIES** to get to the **Name your beneficiaries** page.
3. You should see all of your existing TIAA accounts PLUS any new TIAA accounts listed under **Retirement**. Scroll down to see the whole list. You can identify the new accounts by checking when they were updated – for example, *“Updated 11/15/2021”*
4. Click **ACTIONS** next to the title of each new account to see the four options: *Add beneficiary to account, Edit beneficiary details, change allocations, Remove Beneficiary from account or Copy to other accounts*

Copy to Other Accounts

If you want to copy the beneficiary information from a current account to a new account.

1. Check the beneficiary information on the current account to confirm its accuracy.
2. Select **ACTIONS**, then **Copy to other accounts**
3. Then select **Copy to other accounts**. Select those accounts, then click **apply**. Note, your new account numbers will begin with “RC”
4. Follow the prompts to guide you through the marital status information

Add or Edit Beneficiaries

- If you select the **Add Beneficiary** or **Edit beneficiary details** actions, you will be prompted to verify your identity with a one-time access code sent to you by text or phone call. Delete this we took this out
- You are required to provide the beneficiary’s full name (first name and family/last name) and select the relationship from the drop-down menu.
- You may also include the following optional information to make the process smoother for your beneficiary: gender, date of birth, tax ID type, tax ID number, phone number, country

Change beneficiary allocations

Select and enter the percentages for each new allocation from the actions drop down.

If you have questions about how to make the selections that best reflect your wishes, please contact TIAA at **800-842-2252**. You may also schedule a counseling session at www.TIAA.org/schedulenow-drexel or by calling **800-732-8353** weekdays, 8 a.m. to 8 p.m. (ET).

For more details about the Drexel Defined Contribution Retirement Plan transition, please review the **Your Future. Your Plan. Updates to the Drexel University Defined Contribution Retirement Plan [PDF]**, transition guide and visit TIAA.org/drexel/transition.