



Loss of a Covered Dependent Checklist

This checklist ensures you have completed the necessary actions regarding the loss of your loved one. Additional information is available from the benefits home page <https://hr.vanderbilt.edu/benefits/index.php>. Should you have any questions or need additional assistance, please email benefits@vanderbilt.edu or call 615.343.4788.

Action Item	Completion Date
<ul style="list-style-type: none">○ Update your marital status and tax withholding status in Oracle, if applicable. <i>Marital Status navigational steps are Me > Personal Information>Personal details.</i> <i>Tax Withholdings navigation steps are Me> Pay > Tax Withholding.</i>	_____
<ul style="list-style-type: none">○ Contact Human Resources at benefits@vanderbilt.edu or 615.343.4788 to begin the life insurance and/or accidental death and dismemberment claim process, if applicable.	_____
<ul style="list-style-type: none"><ul style="list-style-type: none">○ Claim forms received from Vanderbilt University Benefits Department.	_____
<ul style="list-style-type: none">○ Declare a <i>Death of a Dependent</i> Life Event in your <i>My VU Benefits</i> portal and update your benefit elections, if applicable. Life Event updates must be completed within 30 days of the date of your dependent's death.	_____
<ul style="list-style-type: none">○ Update your life insurance and accidental death & dismemberment Beneficiaries in your <i>My VU Benefits</i> portal by clicking on <i>Update My Beneficiaries</i> from the home screen.	_____
<ul style="list-style-type: none">○ Contact your retirement plan vendor to update your beneficiary and marital status, if applicable.	_____
<ul style="list-style-type: none"><ul style="list-style-type: none">○ Fidelity at 800.642.7131 or online at www.netbenefits.com/vanderbilt○ TIAA at 800.842.2776○ Valic at 800.448.2542	_____



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RESOURCES

Vanderbilt University | Benefits Administration
PMB 407704 | 2301 Vanderbilt Place | Nashville, TN 37240-7704
Phone 615.343.4788 | Fax 615.343.0219 | www.hr.vanderbilt.edu/benefits