

## 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](mailto:benefits@vanderbilt.edu) or call 615.343.4788.

Action Item	Completion Date
<ul style="list-style-type: none"> <li>Update your marital status and tax withholding status in Oracle, if applicable.  <i>Marital Status navigational steps are Me &gt; Personal Information&gt;Personal details.</i>  <i>Tax Withholdings navigation steps are Me&gt; Pay &gt; Tax Withholding.</i> </li> </ul>	_____
<ul style="list-style-type: none"> <li>Contact Human Resources at <a href="mailto:benefits@vanderbilt.edu">benefits@vanderbilt.edu</a> 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"> <li>Claim forms received from Vanderbilt University Benefits Department.</li> </ul> </li> </ul>	_____ _____ _____
<ul style="list-style-type: none"> <li>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.</li> </ul>	_____
<ul style="list-style-type: none"> <li>Update your life insurance and accidental death &amp; dismemberment Beneficiaries in your <i>My VU Benefits</i> portal by clicking on <i>Update My Beneficiaries</i> from the home screen.</li> </ul>	_____
<ul style="list-style-type: none"> <li>Contact your retirement plan vendor to update your beneficiary and marital status, if applicable.               <ul style="list-style-type: none"> <li>Fidelity at 800.642.7131 or online at <a href="http://www.netbenefits.com/vanderbilt">www.netbenefits.com/vanderbilt</a></li> <li>TIAA at 800.842.2776</li> <li>Valic at 800.448.2542</li> </ul> </li> </ul>	_____ _____ _____

