

(workstation address)

Workstation \_\_\_\_\_

UIN \_\_\_\_\_

Date \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Address2 \_\_\_\_\_

City, State \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Dear

It has come to our attention that when you enrolled online for medical coverage, you did not submit the required beneficiary information for the Basic Life Insurance policy that is paid for by the state. Therefore, in the event of your death, the proceeds from the Basic Life Insurance coverage of \$7,500 will be distributed according to the order of benefit determination as defined in the Texas Insurance Code. The proceeds are payable in the following manner:

- A. To the insured's spouse if living.
- B. In equal shares to the then-living natural or adopted children of the insured, if any.
- C. In equal shares to the father and mother of the insured, if living.
- D. In equal shares to the brother(s) and/or sister(s) of the insured, if living.
- E. To the estate of the insured.

If you wish to update your beneficiary information now, you can do this through Single Sign-On at <https://sso.tamus.edu>. Click on the iBenefits button, and then go to Your Beneficiaries.

If you have any questions, please call me at

Sincerely,

Employee Benefits Representative