

 **Action Required:**  
**Designate your**  
**beneficiary today!**

### Why we are contacting you

Effective April 1, 2025, MetLife is the beneficiary recordkeeper for your Gwinnett County Public Schools Life Insurance coverage. Please be advised that there is no change or interruption to your coverage.

### What you need to know

It's important to have designated beneficiary information on file because it ensures that your benefits are distributed as you wish. **Previous beneficiary designations are not transferring to the new system (MyBenefits)**, so even if you have designated beneficiaries in the past, **you must designate beneficiaries in MyBenefits**, with MetLife for them to be in effect.

### What you need to do

You can designate your beneficiary quickly and securely on MetLife's MyBenefits site. Even though updates to your beneficiaries may be made at any time on MyBenefits, we are asking that you take immediate action. To complete your online beneficiary designation, you'll need your beneficiary's full legal name, address, phone number and date of birth. For trusts, you'll need the trust name, address, phone number and trust date.

### Please follow these simple steps to designate your beneficiary:

1. Visit [metlife.com/mybenefits](https://metlife.com/mybenefits) and type in 'Gwinnett County Public Schools' in the 'Employer or Association' field. Click 'Next'. You can use the QR code at right to access the site with a mobile device.
2. Log in to your account with your username and password. If this is your first time visiting MyBenefits, you will need to select 'Create a New Account' to perform the one-time registration process.
3. Once you log in, click on the 'Group Life Insurance' link.
4. On the top of the page, you'll see a 'Beneficiaries' link. Select that link and follow the instructions to add or update your beneficiary.



Changes to your beneficiary are effective immediately. You can easily

**Designate your  
beneficiary to  
ensure your  
assets are  
distributed  
according to  
your wishes.**



### We're here to help

For questions regarding beneficiary designation, call us at **1-866-492-6983**, Monday through Friday, from 8:00 AM – 11:00 PM ET

print a copy of your designations for your records.



### **Other methods**

You can also designate your beneficiary by completing the enclosed Beneficiary Designation Form. If you designate your beneficiary online, you don't need to return the Beneficiary Designation form.

If you don't have access to a computer or prefer to make your designation via paper, please complete, sign and date the enclosed Beneficiary Designation Form and return it to us by either mail or fax.

MetLife Recordkeeping & Enrollment Services  
P.O. Box 14401  
Lexington, KY 40512-4401  
Fax: 1-866-545-7517

### **Remember**

Please take action immediately. Updates to your beneficiary designations can be made on MyBenefits at any time.

Once your beneficiary(ies) are filed with MetLife, we'll send a letter of acknowledgement to you for your records.

### **What will happen if you do not designate a beneficiary with MetLife?**

If there is no beneficiary designated or no surviving beneficiary at the time of your passing, we will determine the beneficiary according to the following order in the insurance certificate:

1. Your Spouse, if alive;
2. Your child(ren), if there is no surviving Spouse;
3. Your parent(s), if there is no surviving child;
4. Your sibling(s), if there is no surviving parent; or
5. Your estate, if there is no surviving sibling.

### **We are here to help**

For questions or assistance regarding beneficiary designation, call us at 1-866-492-6983. We're available Monday through Friday, from 8:00 a.m. to 11:00 p.m. Eastern Time.

Sincerely,  
MetLife Recordkeeping and Enrollment Services