

# ONLINE BENEFICIARY CHANGES



Beneficiary designation confers important rights upon your death, here are some issues to consider:

**Trust Designation:** If you intend to designate a trustee as beneficiary, you must have documentation to create a trust. A trust is created by signing a separate trust agreement or having a will with trust provisions.

**Naming an Estate as Beneficiary:** In many cases, naming your “estate” as beneficiary will limit options regarding taxation and distribution at the time of your death. Consult a tax advisor before naming an estate.

**Spouse as Primary Beneficiary:** Unless your spouse consents via notarized waiver, you cannot designate someone else as the primary beneficiary for your account. If you are single and become married, your new spouse becomes your primary beneficiary by default.

**Divorce/Legal Separation:** Consider updating your beneficiary designation in the event of divorce or legal separation.


**Additional Children:** Update your beneficiary designation any time you have additional children. The beneficiary designation does not automatically update as your family expands.

**Beneficiaries Must Survive You:** In order for designated beneficiaries to receive your account, they must survive you. In general, the plan will pay to primary beneficiaries living at your death. If no primary beneficiary survives you it will pay to contingent beneficiaries. If you wish to have your account paid to your beneficiaries by representation (for example, if your child predeceases you and you wish his/her share to be given to the deceased child’s children—your grandchildren), then indicate the words “per stirpes” after each designated beneficiary’s name.

**If you have any questions regarding the effect of beneficiary designation, you should seek the advice of your attorney.**

## MANAGE YOUR BENEFICIARIES ONLINE

Employees are encouraged to review their beneficiaries online at [alerusrb.com](http://alerusrb.com). Follow the steps below to add/modify your information:

1. Go to [alerusrb.com](http://alerusrb.com) and log in to your participant account. If you need help logging in, contact the Alerus call center at 800.433.1685. Note: To reach your retirement account from the **MY ALERUS** dashboard, select your plan under **Accounts** and click any of the **Quick Links**.
2. Select  **MY PROFILE**) from the menu at the top of the screen.
3. Select the **Beneficiary** tab, then click the link to [add, edit, or remove beneficiary](#).
4. **Questions:** Review and answer the beneficiary questions, then click **Next**.
5. **Update:** Review your **Primary** and **Secondary Beneficiaries**. Change or Delete beneficiaries as needed, click the [add new](#) link to add a new beneficiary. Click the **Cancel** button to undo changes and the **Done** button when you are finished making a change. When all desired changes have been completed, click **Continue**.
6. **Verification:** Verify that the information you provided is correct and click **Finish**.
7. **Confirmation:** A summary confirming the changes made will be provided and can be printed or saved by clicking the [Save Confirmation](#) link.

If you have additional questions, please contact the Alerus Client Service Center at 800.433.1685.

This information is provided for informational and discussion purposes only.

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