

Designation of Beneficiary

Will your money go to the right person when you are gone?

You can now use ESS to designate beneficiaries for your accrued leave lump sum cash payment benefit (unused annual leave up to 54 days and compensatory time up to 200 hours) and accidental death benefit.

There are life events that may impact on the designation of beneficiary or beneficiaries, such as marriage, divorce, the birth of a child or the death of a designated beneficiary. If the designated beneficiary is deceased or if no beneficiary is named, the benefit is paid to your estate.

To change your beneficiary, go to ESS at www.nyc.gov/ess.

If you do not have access to a computer, please contact Personnel Records and Verifications at (212) 839-9546, 55 Water Street, 8th Floor, New York, NY 10041 for assistance with the form.

Updated Designation of Beneficiary forms must be sent to Records & Verifications.

These are the areas in which you may have designated a beneficiary:

- Death Benefit (DOT provides beneficiary with payment for unused annual leave up to 54 days and compensatory time up to 200 hours)
- NYCERS Pension Beneficiary (NYCERS at www.nycers.org)
- Life Insurance / Management Benefits Fund (OLR at www.nyc.gov/olr)
- Deferred Compensation Plan (OLR at www.nyc.gov/olr)
- Union Benefits or Welfare Fund (Contact your union)