|  |  |  |  |
| --- | --- | --- | --- |
| **Procedure Name:** | **Beneficiary Updates** | **A picture containing text, clipart  Description automatically generated** | |
| **Department:** | Investment Team |
| **Effective Date:** | 11/14/2022 | **Author:** | Katie Weinschenk |

**Description**

When a client wishes to change the beneficiaries listed on their account, utilize the steps below to complete the beneficiary designation updates.

**Assumptions**

N/A

**Procedure**

1. Prepare forms for Pershing/direct fund companies to update beneficiary
2. Send out e-forms, physical paperwork or schedule an appointment for client to come in to sign
3. Send paperwork to appropriate fund companies
4. Confirm beneficiary updates at all fund companies

**References**

N/A

**Revision History**

|  |  |  |
| --- | --- | --- |
| **Revision Date** | **Revised By** | **Revision Notes** |
| 11/14/2022 | Katie Weinschenk | Procedure Created |
|  |  |  |