



Updating Employee Information

Administering the Plans – Quick Reference

Change of Address, Phone Number, or Email Address

In YERDI, navigate to the blue menu bar and hover over **Employee Center**. From the list of options, choose **View/Update Employee**. From there, update the necessary information.

Change of Name

Participants must complete a Change of Name form and submit it to Y Retirement along with the required documentation listed on the form. You can find the form at www.yretirement.org under Forms and Publications.

Change of Marital Status

<p>Single to Married</p>	<p>Participant must send a copy of their marriage license. Call: 800-RET-YMCA Email: docs@ymcaret.org Fax: 646-458-2550.</p>
<p>Married to Divorced</p>	<p>Participant must send a copy of their divorce decree and the property/separation agreement. Email: docs@ymcaret.org Fax: 646-458-2550.</p>
<p>Married to Widowed</p>	<p>Participant must send a copy of their spouse's death certificate. Email: docs@ymcaret.org Fax: 646-458-2550.</p>

Designation of Beneficiary

For a listing of participants who have not named a beneficiary with Y Retirement, please download the **No Beneficiary Report** in YERDI.

A participant may designate any individual or entity as their beneficiary. Beneficiary information can be added or updated at any time by logging into the participant's online account, completing the Designation of Beneficiary form and uploading it through the "Account Services" Document Uploader, emailing the form to docs@ymcaret.org, or faxing it to 646-458-2550.

If a person is married and names someone other than their spouse, the spouse must give notarized consent.