



## Important Member Information

### **Member Contact & Beneficiary Information:**

It is essential to keep your contact information up to date with both the Union Office and the Health & Welfare Office. We cannot emphasize enough how important this is! Whenever you change your address, phone number, or email address, please notify both offices as soon as possible.

Also, it's essential to keep your **beneficiary** information up to date. Life changes such as marriage, divorce, the birth of a child or grandchild, or the loss of a spouse or child can all necessitate updates to your beneficiary decisions. Keeping your beneficiary selection current ensures that you don't inadvertently leave money to the wrong people or exclude a loved one from your plan.

It is the responsibility of each union member to update their beneficiary information with the Union Office and the Health & Welfare Office. Failing to do so could lead to unnecessary complications for your family when you are gone.

By visiting Local 14's website, as a member, you can update your address and beneficiary information as needed. We are asking all members to visit the website and ensure that their address and beneficiary information are up to date. Noted below are instructions to check your information and make any necessary changes:

- Website Address: **[www.local-14.org](http://www.local-14.org)**
  - ✓ **Go to Members:** Enter your member ID. Your member ID is your registration number. It will prompt you to enter the last four digits of your Social Security Number.
  - ✓ Top Right-hand corner of the page, click **"Edit"**.
  - ✓ **Click Update**
  - ✓ Fill in all fields and click save
  
- Go to Health & Welfare:
  - ✓ **Click Mortuary Fund** – Beneficiary Form
  - ✓ **Fill out all fields**
  - ✓ **Check the signature box** to authorize your signature and submit your request.

(If you have more than one beneficiary, please contact the Health & Welfare Office to ensure your information is current.)

Going forward, when you have any changes to your information, please complete them on the Website: **[Local-14.org](http://Local-14.org)**. Please call the union office with any questions.