It is important to review and update your beneficiaries annually in addition to during life events such as marriage, birth of a child, death, etc. Complete the steps outlined in the checklist below to ensure that your loved ones are taken care of in the case of your death, an already difficult time.

* 401K / ESOP

1. Log on to Netbenefits.com
2. Click on **Profile**
3. Click on **Beneficiaries**
4. Contact Fidelity at 1-800-835-5095 with any questions

* COMPANY PAID / VOLUNTARY LIFE INSURANCE

1. Log on to my.adp.com
2. Click on **Benefits**
3. Click on **Health and Welfare**
4. Click on **Myself**
5. Click on **Beneficiaries**
6. Contact your local Human Resources representative with any questions

* RESTRICTED STOCK

Applicable to individuals enrolled in SMP’s EVA plan at a Tier 2C level or higher as a part of their compensation.

* Log on to Merrill Lynch at Benefits.ml.com
* Click on the **Standard Motor Products, Inc.** Plan
* Click on **Beneficiary** (Upper right side of screen)
* Click on **Designate, Update or Change your Beneficiaries**
* Contact Merrill Lynch at 1-877-767-2404 with any questions