

BENEFICIARY UPDATE CHECKLIST

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/HSA

1. Log on to [Netbenefits.com](https://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 [DayForceHCM.com](https://dayforcehcm.com)
2. Click on **Benefits**
3. Click on **Forms**
4. Click on **Current Beneficiary Information**
5. 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](https://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

