Estate Planning

If you have arranged for Power of Attorney for your Property, by having a copy on file with Queen's, your designate may contact us to discuss your pension and benefits details.

Beneficiary Changes

Should you wish to change your Life Insurance beneficiary designation, you may download the form from the Queen's Human Resources website at http://www.queensu.ca/humanresources/forms.html or go to Human Resources Reception in Fleming Hall, Stewart-Pollock Wing to complete it.

Beneficiary changes to your pension will depend on the option you chose at retirement. Please call the Pensions Unit at Queen's University by calling Human Resources at the above telephone number.

Benefits Coverage and Changes to Benefits

Your benefits coverage is put in place when you retire. Should you need to make a change to your coverage, please contact Human Resources at the above telephone number.

Medical Claim forms may be found on the Queen's Human Resources website at http://www.queensu.ca/humanresources/forms.html

For questions about your medical coverage, please contact Great-West Life at 1-800-957-9777. Your Group Policy number is 139046. Your identification number is the staff number assigned to you by Queen's either as an employee or as a survivor.

Estate Management

Should you or your spouse need to contact Queen's University about an Estate matter, please contact the Human Resources Department at (613) 533-2070. It will be important that you identify that it is an Estate matter when you call in so that your call is directed to the correct person.

Please provide the following information when you call:

- Full name of deceased member
- Any identification numbers you have for that person (staff #, date of birth)
- Your relationship to that person
- Date of death
- Your contact information (name, telephone number(s), email) and the best method or time to contact you

We will be able to assist you with pension, benefits and insurance items relating to an Estate.