

EASY INSTRUCTIONS FOR CONTRACT CHANGE OR OWNERSHIP AUTHORIZATION REQUEST

Requesting changes to or designating ownership authorization for a contract requires the contract owner's signature.

1. **Print, complete, sign and return** this form to initiate your change request for your life insurance, health insurance or annuity contract. Notary date and Executed by date must be the same date.
2. If transferring contract ownership, **you must complete the citizenship information.** If designating ownership authorization for an entity-owned contract, the *country of registration must be provided.* **We cannot process your request without this information.**

3. **Return the completed form to:**

USAA Life Insurance Company
USAA Life Insurance Company of New York
USAA Direct Life Insurance Company Service Center
9800 Fredericksburg Road
San Antonio, TX 78288

Or you can fax to:

- 1-877-435-7099 within the United States
- 1-210-498-3243 from outside the United States

Questions?

Call toll-free in the United States:

Life Insurance and Fixed Annuities	1-800-292-8556
Life Claims and Benefits	1-800-531-8455
Medicare and TRICARE	1-800-531-6978
Variable Products Service	1-800-531-4265

**INSTRUCTIONS ONLY
DO NOT RETURN THIS PAGE**



TRANSFER OF OWNERSHIP DUE TO DEATH OF OWNER

USAA Life Insurance Company and USAA Life Insurance Company of New York are referred to as USAA Life in this form.

NOTE: The right to change Owner is subject to the provisions of the contract.

CURRENT CONTRACT INFORMATION

Deceased Contract Owner _____ Date of Death ____/____/____

Insured's Name (if other than owner) _____ Death Certificate Submitted Yes No

Contract Number _____ USAA Number _____ SSN _____

Owner above was survived by _____ spouse and by _____ children (named below):
number

Left a Will. Letters Testamentary submitted.

Date Will was probated: _____ Location Will was probated: _____

No Will. Letters of Administration provided.

REVISED CONTRACT INFORMATION As owner of the aforementioned contract, I request the following change(s):

TRANSFER OF OWNERSHIP

IMPORTANT INFORMATION: Federal law requires us to obtain, verify and record your name, address, date of birth and other information that will allow us to identify you when you open an account and in certain other circumstances.

New Contract Owner USAA No. (if available) _____ SSN/TIN _____

Name _____ DOB ____/____/____

Mailing Address _____ City _____ State _____ Zip Code _____

Physical Address _____ City _____ State _____ Zip Code _____

Required to be completed by new contract owner.

IF NEW OWNER IS AN INDIVIDUAL:

Citizenship: U.S. Resident Alien Non-Resident Alien

Specify Country, if other than U.S.: _____

Passport/Alien ID Number _____

IF NEW OWNER IS AN ENTITY:(Corporation, Trust, Partnership, etc.)

An Ownership Authorization Form must be submitted to designate individual(s) authorized to exercise ownership rights.

**Internal Revenue Service Certification For Beneficiary
Substitute IRS Form W-9**

NOTE: The following certification is required by the Internal Revenue Service (IRS) and does not affect your insurability.

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding either because I have not been notified by the IRS that I am subject to backup withholding as a result of failure to report all interest or dividends, or the IRS has notified me that I am no longer subject to backup withholding (does not apply to real estate transactions, mortgage interest paid, the acquisition or abandonment of secured property, contributions to an Individual Retirement Arrangement (IRA), and payments other than interest and dividends).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

New Payor (if other than owner) USAA No. (if available) _____		SSN/TIN _____	
Name _____		DOB <u> </u> / <u> </u> / <u> </u>	
Mailing Address _____	City _____	State _____	Zip _____
Physical Address _____	City _____	State _____	Zip _____
Citizenship: <input type="checkbox"/> U.S. <input type="checkbox"/> Resident Alien <input type="checkbox"/> Non-Resident Alien			
Specify Country, if other than U.S.: _____		Passport/Alien ID Number: _____	

SIGNATURE(S) AS REQUIRED: (Note - if more than two new owners, please provide additional required information on another sheet of paper.)

- The deceased contract owner left no Will. A reasonable search of the deceased's personal effects has been conducted and no Will has been discovered and no Will has been or will be probated. The Letters of Administration have been issued to the undersigned, appointing the undersigned as Administrator of the estate.
- The deceased contract owner left a Will admitted to probate (see date and location specified on page 1). Under the terms of the Will, or pursuant to Court approval, the undersigned has been appointed Executor/Executrix of the estate, issued Letters of Testamentary and has the authority to dispose of the property of the decedent.

Pursuant to the laws of the state and written instructions from the Administrator/Executrix the above referenced contract is to be transferred to the individual(s)/entity named herein. This Affidavit is made for the purpose of inducing USAA Life to transfer ownership of this contract as requested.

In consideration of such transfer the undersigned hereby represents that he or she is financially responsible, and agrees to wholly indemnify and hold harmless USAA Life against any and all claims that may arise or be considered against it by reason of the transfer of said contract including all costs and reasonable Attorney's fees attributable to litigation arising by reason of the transfer of said contract and further agrees that this agreement will be binding upon his/her heirs, executors and administrators.

The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.

<input type="checkbox"/> Executor of Estate	Date	<input type="checkbox"/> New Contract Owner	Date
<input type="checkbox"/> Administrator of Estate			
Irrevocable Beneficiary (if any)	Date	Collateral Assignee (if any)	Date

TRANSFER OF OWNERSHIP (Absolute Assignment)

Before any contract change request, it is important that you consult your attorney or tax advisor concerning any legal or tax implications

Ownership

Under this change of ownership (100% assignment), you agree to transfer all your rights as the current Owner to the new Owner, including but not limited to the right to receive money or other benefits, change the beneficiary and cancel the contract to receive its surrender value.

The rights and privileges of this contract belong to the Owner during the insured's lifetime. The rights of the Owner include *(as specified in and applicable to the contract)*:

1. Surrender/terminate the contract and receive the premiums/cash surrender value.
2. Make a loan/withdrawal against the contract.
3. Exercise the non-forfeiture options.
4. Assign the contract to a lending institution.
5. Receive dividends and/or change the dividend option.
6. Change ownership.
7. Designate and/or change the beneficiary.
8. Cancel the automatic premium loan provision.
9. Elect a settlement option for payment of proceeds to the beneficiary.
10. Collect any disability benefits.

A change of ownership may be made at any time by written notice to us. Ownership will be transferred when we receive and acknowledge this form in our Service Center. Confirmation of this change and any future notices will be sent to the new Owner(s). If designating ownership to a non-living entity or to more than one individual, we may require the completion of additional forms

The following is a brief description of the types of ownership available.

SOLE OWNER: Has all rights, titles and incidents of ownership. The Insured is the Owner unless a different Owner is named in the application or at a later date. If the Owner is different from the Insured, upon the death of the Owner, the rights and privileges of ownership will vest in the executors, administrators or assigns of the Owner unless contract provisions specify otherwise. Legal documents will be required to change ownership after this time.

SUCCESSOR OWNER: If the Owner is different from the Insured, a Successor Owner can be named. Upon the death of the Owner, ownership shall pass to the Successor Owner. In the event the Successor Owner is not living at the death of the Owner, ownership passes as set out in the contract. Legal documents will be required to change ownership after this time.

Corporation or Partnership

If the contract is currently owned by a corporation, corporate trust or partnership, an Ownership Authorization Form (OAF) must be on file with us or submitted along with this form.

If the new Owner is to be a corporation, corporate trust or partnership, an Ownership Authorization Form (OAF) must be completed and submitted along with this form.

Trusts

If you name a trust as the new contract Owner, generally a copy of the first and last/signature pages of the trust agreement will be sufficient to identify the name of the trust, the trust date, country of registration and Tax ID number, Trustee(s) name(s) address(es) date(s) of birth and signature(s) and the grantor's name and Social Security number. This information must be sent to USAA Life. Unless the appropriate trust pages are on file, to exercise Ownership rights on a contract owned by a trust, an Ownership Authorization Form (OAF) must be completed and be on file with us. If the trustee(s) is/are "natural person(s)", have signed the application AND appropriate trust documentation is on file, no OAF is required.

The trustee(s) are required to sign this and all future requests for contractual or financial changes and indicate capacity as trustee(s). For example: "Jane Doe, Trustee."

A testamentary trust cannot be a contract Owner unless the trust is actually in existence.

TRANSFER OF OWNERSHIP (Absolute Assignment - continued)

U.T.M.A./U.G.M.A.

If the current or new owner is a minor, under the Uniform Transfer (or Gift) to Minors Act (U.T.M.A./U.G.M.A.) the minor's custodian must sign this form and all future requests for contractual changes in his/her capacity as custodian for the minor of the state in which they are signing. For example:

"Jane Doe, Custodian for John Doe, under the (state) U.T.M.A. (or U.G.M.A., whichever applies)."

The minor's social security number must be indicated in the space provided for new owner's social security number on the reverse side of this form. Only one custodian and one minor are allowed per contract. The custodian's power may be limited by any state laws applicable to U.T.M.A. (or U.G.M.A.) ownership.

Irrevocable Beneficiary/Collateral Assignee

If you have designated an Irrevocable Beneficiary on your contract, or if any portion of this contract has been assigned as collateral for a loan, the signature(s) of the Irrevocable Beneficiary and/or Collateral Assignee are required to make a change of ownership. You will find a signature lines for Irrevocable Beneficiary and Collateral Assignee on this form.
