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## LIFE INSURANCE OWNERSHIP CHANGE FORM

See Signature Rules on page 2 and General Instructions on page 3 of this form.

Policy #: \_\_\_\_\_ Insured Name: \_\_\_\_\_

### CURRENT OWNER(S) DETAILS

Current Owner Legal Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Joint Owner Legal Name: \_\_\_\_\_ Phone: \_\_\_\_\_

(if applicable)

### NEW OWNER(S) DETAILS

New Owner Legal Name Trustee Name (if applicable)	Date of Birth or Trust	Social Security or Tax ID Number	Entity Type (LLC, Inc., etc.)
Name: Trustee: Address: Phone:			
New Joint Owner Legal Name Trustee Name (if applicable)	Date of Birth or Trust	Social Security or Tax ID Number	Entity Type (LLC, Inc., etc.)
Name: Trustee: Address: Phone:			

I/We, the Current Owner(s), request The Company change ownership of the above noted policy to the New Owner(s) indicated above.

\_\_\_\_\_  
*Signature of Current Owner* \_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
*Signature of Current Joint Owner (if applicable)* \_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
*Signature of New Owner* \_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name (and Title if not signing as individual)

\_\_\_\_\_  
*Signature of New Joint Owner (if applicable)* \_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name (and Title if not signing as individual)

# LIFE INSURANCE OWNERSHIP CHANGE FORM

## SIGNATURE RULES

Use the Key below to determine who should sign this Life Insurance Ownership Change Form and how this form should be signed based on the type of Current or New Owner you are. You can also use this Key to determine if additional documents should be included when submitting this form.

**Example:** If ownership of a life insurance policy is being transferred to a *corporation* (the new owner), based on this Key, the corporation has two options. It may: 1) have one officer sign this form and provide a corporate resolution naming all officers authorized to sign; or it may 2) have two officers sign this form without the requirement to provide a corporate resolution.

Owner	Signature Rules and Required Documents
<b>Conservator / Guardian</b>	Provide Letter(s) of Conservatorship or Letters of Guardianship of the Estate to be on file with The Company.
<b>Corporation</b>	<ol style="list-style-type: none"> <li>1) Signature of one officer with title and a corporate resolution naming all officers authorized to sign; or</li> <li>2) Signatures of two officers with title, without corporate resolution.</li> </ol>
<b>Custodian of Minor</b>	Signature of Custodian with title. Provide a court order documentation showing an appointment as Custodian under a state Uniform Transfers to Minors Act to be on file with The Company.
<b>Individuals</b>	Signature of Policyowners.
<b>Partnership / LLC</b>	<ol style="list-style-type: none"> <li>1) PARTNERSHIP: Signature of a general/managing partner with title and a copy of the Partnership agreement.</li> <li>2) LLC: Signature of a managing member with title and a copy of the LLC operating agreement.</li> </ol>
<b>Power of Attorney</b>	Signature of POA with title. Provide a copy of the POA to be on file with The Company. Signature example: Jane Smith, Attorney-in-Fact for John Doe.
<b>Signed with an X</b>	Signature must be notarized.
<b>Signed with a stamp</b>	Stamped signatures not accepted.
<b>Title</b>	If you are not signing as an individual, an appropriate title is required.
<b>Trust</b>	Signature of trustees with title and completed Certification of Trustee Powers form.
<b>Others</b>	Contact AAA Life Member Services to verify signatures needed.

## LIFE INSURANCE OWNERSHIP CHANGE FORM

### GENERAL INSTRUCTIONS:

Complete a separate form for each policy unless the current owner(s) and new owner(s) information is the same on all policies. Additional information may be attached on a separate sheet if needed.

A form that has been altered or that there has been an erasure cannot be accepted unless the alteration or erasure is initialed by the current owner(s).

The Social Security number or Tax Identification Number of the new owner(s) must be shown in the appropriate space.

An ownership change does not automatically change existing beneficiary designations. To change your beneficiary, please request and submit a Beneficiary Designation Form to AAA Life.

If you have questions about the appropriate ownership designation for your situation, you should contact your legal advisor for assistance.

A change in ownership must be specific in naming the new owner. Class designations (such as "my lawful children," "brothers and sisters of the insured") cannot be used.

### USA PATRIOT ACT:

Federal Law requires all financial institutions to obtain, verify, and record information that identifies each person who becomes the owner of an existing account.

What this means for you: When you change policy ownership, we will ask for name, address, date of birth, and other information that will allow us to identify the new owner(s). The Company may include the use of third party sources to verify the information provided.

### BUSINESS ENTITIES AND TRUSTS:

The submission of a completed IRS Form W-9 may be required. An Employer Identification Number for Trusts or Business Entities is required.

Date of Trust refers to the date the trust was established.

### AGREEMENTS:

All parties certify that you have read this form and understand that it is subject to the provisions and conditions of the policy listed.

The new owner(s) certifies that it is a U.S. Citizen or other U.S. Person (U.S. Resident Alien).

The current owner(s) certifies that the policy is not assigned to any other person or corporation, except where otherwise noted on this request, and that no proceedings of bankruptcy or insolvency have been filed or are currently pending against you.

We reserve the right to require additional information as needed.