

## Form Completion Instructions: Name Change / Correction Form (NAMECHG)

The **Name Change / Correction Form** (NAMECHG) is used to correct the spelling of an account owner's name or to change an account owner's name due to marriage, divorce, adoption or other reason.

These instructions will assist in the proper completion of this form. Snapshots of each section along with instructions on how to properly complete that section are available below.

### 1. Customer Information

Owner's Former/Incorrect First Name (print) <i>(as currently registered on the account)</i>	Owner's Former/Incorrect Last Name (print)	Last 4-digits of Owner's Social Security #
Customer Number(s) and Life Insurance Policy(ies)		<input type="checkbox"/> Check Here if New Customer

Provide the following information for the account owner who is correcting or changing his/her name:

- Owner's Former/Incorrect Name (as currently registered on the account).
- Last 4-digits of Owner's social security number.
- Customer Number(s) and Life Insurance Policy(ies).
- If this form is being submitted for a new customer (funds being moved from an outside company, etc), check the box.

### 2. Name Change / Correction Information

This certifies that the names listed below are representative of one and the same person:

**From:** \_\_\_\_\_  
Owner's Former/Incorrect First Name (print)    Owner's Former/Incorrect Last Name (print)

**To:** \_\_\_\_\_  
Owner's New/Correct First Name (print)    Owner's New/Correct Last Name (print) \*

\* Your account/policy will be updated to reflect the name you indicate as your New / Correct Name.

Provide the following information:

- Owner's Former / Incorrect Name to be changed.
- Owner's New / Correct Name that the account is to be changed to.

### 3. Required Documentation

Attach a photocopy of the appropriate document that confirms the requested change.  
*(Name change/correction cannot be processed without the appropriate document.)*

Check Part A OR Part B below:

- A.  Name Change:** (For example, changing a name from Mary "Smith" to Mary "Jones".)  
Note, a legal name change may occur as a result of marriage, divorce, adoption or other reason confirmed in a court order.  
Attach one of the following: (check one)
- Court Document     Marriage Certificate     Divorce Decree
- B.  Name Correction:** (For example, correcting a name misspelling such as "Mary" Smith to "Mari" Smith, or a nick name, such as "Peggy" Jones to "Margaret" Jones, or any other discrepancy other than a legal name change.)  
Attach one of the following: (check one)
- U.S. Issued Driver's License     Passport     Birth Certificate     Other U.S. Issued ID

Check Part A for a "Name Change" or Part B for a "Name Correction".

- If you check Part A: indicate the legal document you are submitting with this form (eg: divorce decree).
- If you check Part B: indicate the identification you are submitting with this form (eg: passport).

**4. Signature**  
*(Signature of New/Correct Name is required, along with either a Notary OR Signature Guarantee.)*

The undersigned requests that Foresters Financial Services, Inc. and its affiliates, change his/her name upon their records of his/her account(s)/ policy(ies) registered with his/her social security number.

Owner's New/Correct First Name (print) \_\_\_\_\_ Owner's New/Correct Last Name (print) \_\_\_\_\_

Signature of New / Correct Name \_\_\_\_\_ Date \_\_\_\_\_

Provide either a Notary OR a Signature Guarantee below:  
*Note: If a certified copy of the document referenced in Section 3 is provided, a signature guarantee or notary is not required.*

**Notary Public:** \_\_\_\_\_ **OR** **Signature Guarantee:** \_\_\_\_\_

<p><b>Notary Public:</b></p> <p>State of _____ County of _____</p> <p>This instrument was acknowledged before me this _____ day of _____ month _____ year _____ by _____</p> <p>Affiant's Name (print) _____</p> <p>Signature of Notary Public _____ Commission Expiration Date _____ (SEAL)</p> <p>Name of Notary Public (typed, stamped, printed) _____</p>	<p><b>Affix Medallion Signature Guarantee Here:</b> Stamps qualified for a specific date and/or individual or altered in any manner, may not be accepted.</p>
---	---

- Signature of new/correct name is required in this section, along with either a Notary OR Signature Guarantee.
  - *Note: If a certified copy of the document referenced in **Section 2** is provided, a signature guarantee or notary is not required.*
  - If the signature is being notarized, it must be witnessed by a notary public whose commission is still in effect.
  - A Medallion Signature Guarantee cannot be qualified or altered in any manner (i.e. arrows, dates, signature limitations, etc.)

**Point to Remember:** Name changes due to marriage, divorce, adoption or other court appointment do not change ownership or account number.

**I CERTIFY THAT ALL SIGNATURES THAT REQUIRE A SIGNATURE GUARANTEE ON THIS FORM ARE GENUINE.**

Reg. Rep # _____	Office # _____	Registered Representative's Name (print) _____	Registered Representative's Signature _____	Date _____
Principal # _____	Principal's Name (print) _____		Principal's Signature _____	Date _____

In lieu of a Medallion Signature Guarantee, your Foresters Financial representative may provide a Signature Guarantee.

**If further assistance is needed in completing this form please contact our Shareholder Services Department at 800-423-4026.**