

## 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.

Please take special care in reviewing the "Points to Remember" referenced within this document. They are to assist you in properly completing the form.

### 1. Customer Information

Owner's Former Name (**print**) - as currently registered on the account \_\_\_\_\_ Last 4-digits of Owner's Social Security Number \_\_\_\_\_

Customer Number(s) and Life Insurance Policy(ies) \_\_\_\_\_  Check Here if New Customer

Provide the following information if you are the account owner who is correcting or changing your name:

- Print first and last name for **Owner's Former Name - as currently registered on the account.**
- Print **Last 4-digits of Owner's Social Security Number.**
- List the **Customer Number(s) and Life Insurance Policy(ies)** to be corrected.
- If you are submitting this form as 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: \_\_\_\_\_  
Former / Incorrect Name (**print**)

To: \_\_\_\_\_  
New / Correct Name (**print**) \*

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

Provide the following information:

- Print **Former / Incorrect Name** to be changed.
- Print **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/Name Change** or **Part B/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**

*(Signatures of Both your Former and New Names are 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.

Signature of Former / Incorrect Name \_\_\_\_\_ Date \_\_\_\_\_ 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:**

**Notary Public:**

State of \_\_\_\_\_ County of \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_\_ day of month \_\_\_\_\_, year \_\_\_\_\_, by \_\_\_\_\_

Customer's Name (print) \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_ Commission Expiration Date \_\_\_\_\_ (SEAL)

Name of Notary Public (typed, stamped, printed) \_\_\_\_\_

**Affix Medallion Signature Guarantee Here:**  
Stamps qualified for a specific date and/or individual or altered in any manner, may not be accepted.

- Original signatures of both the former and new names are 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 your 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, 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.**