

**EASY INSTRUCTIONS FOR
CHANGING THE BENEFICIARY DESIGNATION**

I. **Print, complete and return** the beneficiary designation form with the required signature(s) to change the beneficiary on your contract. (Please note that, if you reside in the state of **Massachusetts**, before a designation will be accepted, a witness (who is not a designated beneficiary) is required to sign, at the same time, witnessing the Owner(s) signature.)

II. **Mail the completed form to:**

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

For a Variable product, mail the completed form to:

USAA Life Insurance Company
ATTN: Variable Products Service
9800 Fredericksburg Road
San Antonio, TX 78265-0156

Or fax to:

Life Insurance, Fixed Annuities, and	1-877-435-7099
Variable Products Service	1-210-498-3243 if from San Antonio or outside the United States

To speak to a representative, please call us toll-free in the United States at:

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

Or send us an e-mail by clicking on our "**Contact Us**" link located at the bottom of any page on our web site - usaa.com.

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**USE THIS PAGE IF ADDITIONAL SPACE IS NEEDED TO PROVIDE YOUR
BENEFICIARY DESIGNATION**

**NAMING A BENEFICIARY
IMPORTANT INFORMATION AND INSTRUCTIONS**

Both USAA Life Insurance Company and USAA Life Insurance Company of New York are referred to as USAA Life in this form. Contract owners are urged to consult their own competent legal and/or tax advisors to verify impact of the laws in their own residence states when naming a beneficiary.

Beneficiaries may be named as:

1. **Primary** or first beneficiary - a person or entity (such as a trust) who will receive a payout upon the death of the annuitant or insured person, or as determined by the contract. If there are no living beneficiaries, funds will be distributed according to the terms of the contract. You may name more than one primary beneficiary. Unless otherwise indicated by your designation or your contract, if a primary beneficiary does not survive the insured, that portion of contract proceeds will be paid to any remaining primary beneficiaries in equal shares.
2. **Contingent** or second beneficiary - if all primary beneficiaries are deceased, the person or entity (such as a trust) who will receive a payout upon the death of the annuitant or insured person, or as determined by the contract. If there are no living beneficiaries, funds will be distributed according to the terms of the contract. You may name more than one contingent beneficiary.
3. **Revocable** - a revocable beneficiary is one which can be changed by the owner at any time.
4. **Irrevocable Beneficiary** - an irrevocable beneficiary is one who has a vested interest in the death benefit which CANNOT be cancelled without his/her consent. The owner must have the irrevocable beneficiary's written consent to change the beneficiary of the life or annuity contract.
5. **Beneficiary for the basic contract**
6. **Beneficiary for a rider/benefit attached to the basic contract** - Owner may want contract proceeds to be paid out differently for a family rider, dependent child rider, child rider, other insured rider (OIR), etc.

NOTE:

- If you get a divorce or annulment, speak with a legal advisor to see how your state's laws may affect your beneficiary designations.
- Minors are unable to receive direct payouts. Unless you specify a trust or custodial arrangement as your beneficiary, funds for a minor will be distributed to a court-appointed custodian. An example of a custodial arrangement is a designation under your state's Uniform Transfers to Minors Act, through which a custodian is designated to receive insurance proceeds for the benefit of a minor.

INSTRUCTIONS FOR FORM COMPLETION:

1. If you are the owner of multiple contracts with USAA Life,
 - a. **to make the exact same beneficiary designation for multiple contracts** (up to three), you may use this form. To specify the same beneficiary(ies) for additional contracts, a separate form(s) must be submitted.
 - b. **to name different beneficiary(ies) for individual contracts**, you must submit a separate BENEFICIARY DESIGNATION form or written request for each unique designation.
2. If your contract has **joint owners**, we require each owner's signature.
3. **To name a Beneficiary**, you must provide each individual's:
 - a. Full Name
 - b. Address
 - c. Phone Number
 - d. Social Security Number
 - e. Date of Birth
 - f. Relationship to the Insured/Annuitant
4. **To name more than one individual** as a Beneficiary, in addition to the information required above, please also indicate how the proceeds should be divided. *Example*

	BENEFICIARY:	AMOUNT:	DATE OF BIRTH:	RELATIONSHIP:	ADDRESS & PHONE NUMBER:
P	John Doe SSN# 123-45-6789	50%	12/25/1970	Son	123 Main Street Anytown, ST ZIP (210) 123-4567
P	Mary Doe Smith SSN# 135-79-1100	50%	01/01/1980	Daughter	10000 Uptown Big City, ST ZIP (210) 123-4567

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5. To specify amount of proceeds:

- a. Dollar amounts, percentages and/or fractions may be specified in the distribution of proceeds to be divided.
 - The provisions of the contract will control the payment of the proceeds if a named beneficiary predeceases the insured/annuitant.
 - If more than one beneficiary is named, the survivors will receive the proceeds in equal amounts unless otherwise indicated. If there is no survivor, then the proceeds will be paid to the named Contingent Beneficiary(ies). Successor contingents can also be specified.
 - If Beneficiaries are to receive unequal amounts, the percentage (%) of proceeds to be payable to each must be shown and must equal 100%. Or, to specify a dollar amount, indicate "An amount up to \$xxxxxx payable to [name], and the balance, if any, to [name]".
 - If an unequal distribution is made and a residual amount remains, it will be paid to the named contingent beneficiary(ies) or if no contingents, otherwise divided equally among all beneficiaries.

6. Naming a Trust (or other entity) as Beneficiary

- a. **To name an Inter Vivos (living) trust**, the appropriate first and last/signature pages should be submitted to provide the required information below:
 - Name of Trust (or entity)
 - Date of the trust agreement (Partnership Agreement, Articles of Incorporation, etc)
 - Name of Trustee(s), Partner(s), etc
 - Each named Trustee's address
 - Each named Trustee's Social Security Number
 - Tax ID number of the Trust (or entity)
 - Name and Social Security Number of the Grantor (individual who established the trust)
 - b. **To name a testamentary trust**, (established in your Last Will and Testament), USAA must receive proof of the trustee's qualification in a court of probate within one year after death. If not, the proceeds will be paid to any remaining Primary Beneficiary. If no other Primary Beneficiary is named then proceeds will be paid to the Contingent Beneficiary.
 - c. USAA Life will not be obligated to inquire as to the terms of the trust until the date of claim, nor will it be responsible for the disposition by the trustee(s) of any proceeds paid to such trustee(s).
 - d. If USAA receives proof that the trust was revoked or was not in effect at the time of death, proceeds will be paid to the any remaining Primary Beneficiary. If no other Primary Beneficiary is named then proceeds will be paid to the Contingent Beneficiary.
7. If naming a **business or charitable institution** as beneficiary, please provide the full name of the charity or business, the tax identification number and address of the business or charity.
8. We're unable to accept animals as beneficiaries.
9. We do not accept beneficiary designations that stipulate use of the funds after they have been distributed. If you desire to make such a stipulation, you should consult an attorney about setting up a trust to receive and distribute the proceeds.
10. For **TSA/ORP** annuity contracts **subject to ERISA** (Employee Retirement Income Security Act) the **signature of spouse** is required.
11. For **Massachusetts** residents **ONLY**. A witness (who is 18 years of age or older and is not a designated beneficiary) is required to sign, at the same time, witnessing the Owner(s) signature.
- ## 12. Irrevocable Beneficiary
- a. **Annuity Contracts only. Unless otherwise specifically provided in the contract, or as required by law**, owner's rights are **unrestricted**; with the exception of beneficiary changes, which require a signature authorization from the Irrevocable Beneficiary.
 - b. **Life Contracts only**. Owner's rights are **restricted**. The irrevocable beneficiary's signature authorization must be received before processing any contractual changes. These include beneficiary changes, loans and withdrawals, the right to exercise the Non-Forfeiture Option, and the right to assign or terminate the contract.

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You are **required** to provide an individual beneficiary's Social Security Number (SSN) or a Tax Identification Number (TIN) for an entity beneficiary, as well as the following signature(s):

Contract Owner

Joint Owner (if any)

Irrevocable Beneficiary (if any)

Collateral Assignee (if any)

Spouse (if applicable)

Witness (Massachusetts residents only)

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