



# Administrative Change Form

For VALIC Annuity Accounts Only.

The Variable Annuity Life Insurance Company (VALIC), Houston, Texas

Call 1-800-448-2542 for assistance.

## 1. CLIENT INFORMATION

Name: \_\_\_\_\_ SSN or Tax ID: \_\_\_\_\_  
 Account Number(s): \_\_\_\_\_  
 \_\_\_\_\_

## 2. NAME CHANGE

Attach a copy of your driver's license, Social Security card, marriage certificate or court decree.

Reason for name change:  Marriage  Divorce  Court Decree  Correction

From (FIRST, MI, LAST): \_\_\_\_\_

To (FIRST, MI, LAST): \_\_\_\_\_

## 3. ADDRESS/TELEPHONE NUMBER CHANGE

Mailing  Residence  Both

New Address: \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Home Phone: (\_\_\_\_\_) \_\_\_\_\_

## 4. SOCIAL SECURITY NUMBER OR DATE OF BIRTH CORRECTION

• Attach a copy of your Social Security card.

Incorrect SSN: \_\_\_\_\_ Correct SSN: \_\_\_\_\_

• Attach a copy of your driver's license or birth certificate.

Correct Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## 5. NONQUALIFIED DEFERRED ANNUITY OWNERSHIP CHANGE

• A transfer of ownership to certain trusts, between spouses, or incident to a divorce is a non-taxable event. Other transfers of ownership may be taxable events. If the ownership change results in a taxable event, the current owner may be subject to federal and/or state income tax on all tax-deferred money (accumulated earnings) as of the date of transfer. The entire amount transferred becomes the new after-tax cost basis for the new owner.

Check the appropriate box:  New Owner Change  Contingent Owner Change  Joint Owner Addition/Removal

Account Number: \_\_\_\_\_ Relationship to Client: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

## 6. DELIVERY OPTION ELECTION

E-mail Address: \_\_\_\_\_

By providing my e-mail address above, I elect to enroll in *Personal Deliver-e*<sup>®</sup>, VALIC's electronic document delivery service.

Electronic delivery is a free service though you may pay Internet service provider fees to access the Internet or receive e-mails. VALIC will send e-mail notices when transaction confirmations, account statements and certain regulatory documents such as prospectuses, supplements, proxies, annual and semi-annual financial reports and privacy notices are available for viewing and/or printing online. You may customize your selections at VALIC Online.

I elect to continue receiving account information and related materials in a printed format.

## 7. CLIENT APPROVAL

I certify that the information provided above is true and correct. I request the company to make the above change(s).

Client's Signature \_\_\_\_\_ Date \_\_\_\_\_

Client (Print Name) \_\_\_\_\_

Please fax completed form to 1-800-858-2542 or mail to the address below for processing:

VALIC Document Control  
P.O. Box 15648  
Amarillo, TX 79105-5648