



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

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. NON-QUALIFIED 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.

• **Ownership changes to non-spousal owners will require a new account application.**

Check the appropriate box: ☐ **New Owner Change** ☐ **Contingent Owner Change**

Account Number: _____ Relationship to Client: _____

Name: _____ SSN: _____ Date of Birth: _____

Address: _____

6. DELIVERY OPTION ELECTION

E-mail Address: _____

☐ **By providing my e-mail address above, I elect to enroll in *Personal Deliver-e*®, 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. 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