

**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  
USAA Direct Life Insurance Company  
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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39522-0713  
LSF401ST



# BENEFICIARY DESIGNATION

This designation applies to the following contract(s) and type(s):

Insured/Annuitant \_\_\_\_\_ USAA Number \_\_\_\_\_  
 Life  Variable Universal Life  Variable Annuity  Fixed Annuity  Other\*  
 Contract Number (base policy) \_\_\_\_\_

Insured/Annuitant \_\_\_\_\_ USAA Number \_\_\_\_\_  
 Life  Variable Universal Life  Variable Annuity  Fixed Annuity  Other\*  
 Contract Number (base policy) \_\_\_\_\_

Insured/Annuitant \_\_\_\_\_ USAA Number \_\_\_\_\_  
 Life  Variable Universal Life  Variable Annuity  Fixed Annuity  Other\*  
 Contract Number (base policy) \_\_\_\_\_

\*If "Other" is a rider or benefit associated with the base policy, please specify in "Special Instructions" below.

Special Instructions: \_\_\_\_\_

P=Primary or C=Contingent	NAME(S) & SSN** or Tax ID#** (TRUST, entity)	AMT or %	DATE OF BIRTH or DATE OF TRUST	RELATION TO INSURED/ANNUITANT or GRANTOR'S NAME	ADDRESS & PHONE NUMBER or NAME & ADDRESS OF TRUSTEE(S)

\*\*SSN/TIN REQUIRED

SIGNATURE OF CONTRACT OWNER \_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE OF JOINT OWNER (if any) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF SPOUSE \_\_\_\_\_ OF (if TSA/ORP annuity subject to ERISA) \_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE OF IRREVOCABLE BENEFICIARY \_\_\_\_\_ DATE \_\_\_\_\_  
 or COLLATERAL ASSIGNEE (if any)

SIGNATURE OF WITNESS, NOT A NAMED BENEFICIARY \_\_\_\_\_ DATE \_\_\_\_\_  
 (For MA Residents ONLY, see instructions section, #10.)

## COMPLETE AND RETURN

USAA LIFE INSURANCE COMPANY 9800 Fredericksburg Road San Antonio, Texas 78288  
 USAA LIFE INSURANCE COMPANY of NEW YORK Service Center 9800 Fredericksburg Road San Antonio, Texas 78288

**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. As a life insurance, annuity or special interest contract owner, you should be aware that any beneficiary you designate should have an insurable interest\* on the life of the insured/annuitant. 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.

\*Insurable interest - related by blood or marriage or having a business relationship; the person/entity to benefit from the contract proceeds may reasonably expect to benefit from the continuance of the life of insured and suffer a loss upon his/her premature death.

**Beneficiaries may be named as:**

1. **Primary** or first beneficiary - receives priority in distribution of the death proceeds
2. **Contingent** or second beneficiary - generally receives death proceeds if the primary beneficiary predeceases the insured/annuitant/owner.
3. **Revocable** - a revocable beneficiary is one which can be changed by the owner at any time.
4. **Irrevocable** - an irrevocable beneficiary is one who has vested rights to the death benefit which CANNOT be cancelled without his/her written consent. The owner's rights are restricted. The owner must have the beneficiary's written consent to: change an irrevocable beneficiary, to borrow against this contract or exercise any option, right or privilege provided by the contract. This restriction includes the right to exercise any non-forfeiture option and the right to assign the contract as collateral.
5. **Beneficiary for the basic policy**
6. **Beneficiary for a rider/benefit attached to the basic policy** - Owner may want policy proceeds to be paid out differently for a family rider, dependent child rider, child rider, other insured rider (OIR), etc.

**NOTE:**

- **In the event of a divorce or annulment**, a revocable beneficiary designation in a contract owned by one spouse that names the other spouse as beneficiary may or may not be legally valid depending on applicable law. When marital status changes, 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.
- **The naming of a minor as a direct beneficiary is discouraged.** Distributions of contract proceeds cannot be made directly to minors; a court-appointed custodian or guardian will be required if the contract owner does not specify a trust or custodial arrangement. This could require the minor's custodian or guardian to incur expense. USAA Life has no legal obligations after proceeds have been paid to the custodian or guardian, and has no control over how the payee uses the proceeds. You may choose to keep your beneficiary designation as stated. However, if you are not certain that will satisfy your needs, you might want to contact your attorney or financial advisor for guidance. Enclosed is a change of beneficiary form for you to complete and sign, should you wish to make any changes.

**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.
- 1.1 If your contract has **joint owners**, we require each owner's signature.
2. **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
3. **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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#### 4. 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 or a residual amount remains, it will be paid to the named contingent beneficiary(ies) or if no contingents, otherwise divided equally among all beneficiaries.

#### 5. 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 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 Contingent Beneficiary.
6. 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.
7. We **cannot accept a request to name a pet** as beneficiary because of the terms of your contract. We certainly understand this preference but we must ask for another named beneficiary. If a pet is named, and the insured dies before we receive a different beneficiary designation, we would pay the proceeds to the estate of the insured according to the terms of the contract.
8. 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.
9. For **TSA/ORP** annuity contracts **subject to ERISA** (Employee Retirement Income Security Act) the **signature of spouse** is required.
10. 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.
11. If an **irrevocable beneficiary** is named, the owner must have that individual's written consent to make any further 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.
12. 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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