

Making changes or updates to your beneficiary information

The Beneficiary Change form should be used to make changes or corrections to your beneficiary information. You can download the form from our self-service page, [metlife.com/annuityforms](https://www.metlife.com/annuityforms).

Prior to completing your form, please review the Good Order Guide, Definitions page on section 6, and the helpful tips below:

1. All pages of the Beneficiary Change form must be returned to avoid delays in processing your request.
2. If signing on behalf of the owner (i.e., as Power of Attorney or Guardian), please submit your documentation/authorization to sign on the owner's behalf.
3. You should only fill out Section 3 if you are changing the existing beneficiary's name (i.e., due to marriage, divorce or other), not to change the existing beneficiary altogether.
4. The form needs to be signed and dated by all contract owners.
5. The owner must be living when the form is signed/submitted for recording.
6. Instructions on how to submit the form are included in section 5.
7. After we receive your completed form, in good order, we'll process your request within 5 business days.
8. We'll mail you a confirmation of your change after we process it.

(See Additional Tips on next page)

Additional Tips

- When adding a beneficiary, you must designate whether they are the primary or contingent beneficiary.

► Beneficiary 1

- Check here if the following designation is Per Stirpes (*Note: This option may be selected for Primary and/or Contingent beneficiary designations.*)

Choose one: Primary Contingent

- If you have multiple beneficiaries your percentages must equal 100%. If you check the boxes requesting equal percentages amongst beneficiaries, you do not need to complete the % proceeds sections for each beneficiary.

EQUAL SHARES (Optional): Use the following checkboxes to designate equal shares among named primary and/or contingent beneficiaries.

- Equal shares for Primary Beneficiaries: Check here for equal shares totaling 100% for all primary beneficiaries. If this box is checked, DO NOT enter a percentage for each primary beneficiary listed.
- Equal shares for Contingent Beneficiaries: Check here for equal shares totaling 100% for all contingent beneficiaries. If this box is checked, DO NOT enter a percentage for each contingent beneficiary listed.

Note: DO NOT enter a percentage in the beneficiary designation sections below if the corresponding equal shares checkbox is checked.

- If adding more beneficiaries than the form allows, attach a signed and dated sheet of paper listing the additional beneficiaries, including all details requested on the form. Be sure to identify if they are to be a primary or contingent beneficiary.