



A Division of Equity Trust Company

CHANGE OF BENEFICIARY FORM



INSTRUCTIONS AND GUIDELINES

Use this form when you need to add, change or remove a beneficiary on your account.

Primary Beneficiary(ies) - The person(s) or entity you choose to receive your account upon your death. In the event that a designated primary beneficiary predeceases the Account Holder, their share will be shared equally between the remaining primary beneficiary(ies).

Contingent Beneficiary(ies) - The person(s) or entity you choose to receive your account if the primary beneficiary(ies) pass away (or the entity dissolves) before your death. In the event that a designated contingent beneficiary predeceases the Account Holder, the account will be shared equally between the remaining contingent beneficiary(ies).

When completing the *Change of Beneficiary form* please follow these guidelines:

- Provide complete information for each beneficiary.
- If designating a Trust, a copy of the Trust must be submitted with this form.
- Sign and date the bottom of the form and send or fax document to Sterling Trust.



SUBMISSION OPTIONS

BY FAX
254-751-0872

OVERNIGHT
Sterling Trust
1101 Wooded Acres
Suite 120
Waco, TX 76710

REGULAR MAIL
Sterling Trust
P.O. Box 2526
Waco, TX 76702-2526

BY E-MAIL
IRAServices@SterlingTrustCompany.com



CONTACT INFORMATION

For assistance, please contact a Client Service Representative at:

Phone:
800-955-3434 (Option 2)
254-751-1505 (Option 2)

Fax:
254-751-0872

Website:
www.SterlingTrustCompany.com

Or e-mail questions to:
IRAServices@SterlingTrustCompany.com

DO NOT FAX OR MAIL THIS COVER PAGE



PLEASE PRINT CLEARLY. A DELAY IN PROCESSING MAY OCCUR IF INSTRUCTION IS UNCLEAR.

1 ACCOUNT HOLDER INFORMATION

ACCOUNT HOLDER NAME	ACCOUNT NUMBER
EMAIL ADDRESS	

2 BENEFICIARY DESIGNATION

The following individual(s) or entity(ies) shall be my primary and/or contingent beneficiary(ies). **If neither primary nor contingent is indicated, the individual or entity will be deemed to be a primary beneficiary.** If more than one primary beneficiary is designated and no distribution percentages are indicated, the beneficiaries will be deemed to own equal share percentages in the IRA. **Multiple contingent beneficiaries with no share percentage indicated will also be deemed to share equally.**

If any primary or contingent beneficiary predeceases you, his or her interest and the interest of his or her heirs shall terminate completely, and the percentage share of any remaining beneficiary(ies) shall be increased on a pro rata basis. If no primary beneficiary(ies) survives me, the contingent beneficiary(ies) shall acquire the designated share of my IRA.

Add the following beneficiary(ies)
 Change existing beneficiary(ies) to the following
 Remove the following beneficiary(ies)

NAME	DATE OF BIRTH	BENEFICIARY TYPE	
ADDRESS	SOCIAL SECURITY NUMBER	<input type="checkbox"/> Primary Beneficiary <input type="checkbox"/> Contingent Beneficiary	
CITY	STATE	ZIP CODE	RELATIONSHIP
			PERCENTAGE

NAME	DATE OF BIRTH	BENEFICIARY TYPE	
ADDRESS	SOCIAL SECURITY NUMBER	<input type="checkbox"/> Primary Beneficiary <input type="checkbox"/> Contingent Beneficiary	
CITY	STATE	ZIP CODE	RELATIONSHIP
			PERCENTAGE

NAME	DATE OF BIRTH	BENEFICIARY TYPE	
ADDRESS	SOCIAL SECURITY NUMBER	<input type="checkbox"/> Primary Beneficiary <input type="checkbox"/> Contingent Beneficiary	
CITY	STATE	ZIP CODE	RELATIONSHIP
			PERCENTAGE

If you are designating an Estate or Trust as a beneficiary, please fill out the boxes below. If designating a Trust, a copy of the Trust must be submitted with this form.

ESTATE/TRUST NAME	TAX ID #	BENEFICIARY TYPE	
ADDRESS		<input type="checkbox"/> Primary Beneficiary <input type="checkbox"/> Contingent Beneficiary	
CITY	STATE	ZIP CODE	DATE OF ESTABLISHMENT
			PERCENTAGE
CONTACT NAME	PHONE		
ADDRESS	CITY	STATE	ZIP CODE

If you are currently required to take a Required Minimum Distribution, a change of beneficiary may change this amount.

3 SIGNATURES

Spousal Consent: I am the spouse of the IRA Account Holder. Because of the significant consequences associated with giving up my interest in the IRA, Sterling Trust has not provided me with legal or tax advice, but has advised me to seek tax or legal advice. I acknowledge that I have received a fair and reasonable disclosure of the IRA Account Holder's assets or property and any financial obligations for a community property state. In the event I have a legal interest in the IRA assets, I hereby give to the IRA Account Holder such interest in the assets held in the IRA and consent the beneficiary designation set forth on this form. I acknowledge that I shall have no claim whatsoever against Sterling Trust for any payment to my spouse's named Beneficiary(ies). **Applicable only in common property states (currently Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington and Wisconsin).**

Signature of Spouse _____ Date _____

I hereby release the Custodian/Trustee from and indemnify it for any and all claims arising from the Custodian/Trustee's actions hereunder. I understand this Designation or Change of Beneficiary will be effective on the date of receipt by the Custodian/Trustee and that upon any change of beneficiary, the right of all previously designated beneficiaries to receive benefit under this account shall cease. Accordingly, I hereby revoke my beneficiary designations made previously with respect to this IRA. I have the right to change this designation of beneficiary and to designate a new beneficiary at any time by completing a new **IRA Designation or Change of Beneficiary** form or in another format approved by the Custodian/Trustee. If none of my beneficiaries survive me, I direct that any balance in this account be paid to my estate. I understand that some state's laws require married individuals to name their spouse as beneficiary. I further understand that the IRA Custodian/Trustee cannot give me legal advice and I agree to consult with my own tax professional for advice.

Signature of Account Holder _____ Date _____ Signature of Custodian _____ Date _____