



## Individual or Joint Account Owner Assets Awarded to Spouse in Divorce Settlement

Dear Whom It May Concern:

Thank you for your inquiry regarding information related to a divorce proceeding. In response to your request, we have included information regarding distribution/transfer of the account. These instructions are for assets held in an Individual or Joint voluntary account only.

**YOU MAY NOT USE THIS FORM TO TRANSFER A RETIREMENT ACCOUNT DUE TO DIVORCE. PLEASE USE THE POL-67 FOR RETIREMENT PLAN TRANSFERS DUE TO DIVORCE.**

Please read this letter and the instructions provided very carefully. You must provide appropriate documentation to support that you are a person authorized to act on behalf of the shareholder or account to receive assets or information related to the account.

The following information/documents will be required by the Transfer Agent to process a distribution or transfer assets from this account to the party awarded assets in the account.

Documents Required	To Redeem	To Transfer to Individual Account for Awarded Spouse who is a current owner	To Transfer to a New Account with New Registration
Completed Distribution/Transfer Form(s) from the awarded spouse(s) with a signature guarantee (preferable a medallion signature guarantee) <sup>1</sup>	✓	✓	✓
Customer Identification Form (Completed by PFS Representative) for awarded spouse		✓	✓
New Account Application (must be obtained and completed by a PFS Representative) indicating new registration			✓
Share Certificates (if applicable)	✓	✓	✓
Certified copy of Divorce Decree <sup>2</sup>	✓	✓	✓
Tax ID Certification	✓	✓	

<sup>1</sup>The signature of the registered account owner(s) with a signature guarantee on the letter of instructions or on the form in addition to the awarded spouse is preferred but not required, only the spouse awarded assets is required to sign the request and provide a signature guarantee.

<sup>2</sup>An original Court Certified Copy of the entire Divorce Decree is required to be submitted with your request. A copy of the divorce decree certification is not acceptable. The Divorce Decree must specifically reference the last four digits of the Primerica Shareholder Services Account Number and the specific amount of assets awarded to the party. The Property Settlement Order may be included.

If you have questions, need additional information, or need to locate a Primerica Representative, please contact our Customer Service Department at 1-800-544-5445. Customer Service Representatives are available to assist you, Monday through Friday between 8 a.m. and 8 p.m. ET.

Sincerely,

Primerica Shareholder Services



## Individual or Joint Account Owner Distribution / Transfer IRA Assets Due to Divorce Form

### INSTRUCTIONS:

1. Complete the attached Individual or Joint Account Owner Distribution / Transfer IRA Assets Due to Divorce Form
2. Sign the form
3. Mail the completed, signed form to:

Please send to: Regular Mail

Primerica Shareholder Services  
P.O. Box 534485  
Pittsburgh, PA 15253 – 4485

Client Services: (800) 544-5445

Overnight Mail

Primerica Shareholder Services  
Attention: 534485  
500 Ross Street, 154-0520  
Pittsburgh, PA 15262

Please provide the account number so that we may process your request.

### SECTION 1 - REDEEM OR TRANSFER ASSETS

Please indicate by checking the appropriate box whether you wish to redeem the assets in the account or if you wish to transfer the assets to a new or existing account.

- **Transfer Assets to a New Account** - The party awarded the assets may choose to transfer the assets to a new account with Primerica Shareholder Services. Contact a Primerica Financial Services Representative to complete the paperwork as listed in the table on page 1.
- **Transfer Assets to Existing Account** - The party awarded the assets may choose to transfer the assets to an existing account with Primerica Shareholder Services. Please provide the existing account number note that the investment will be moved to your account in the same funds currently held in the existing account, you may attach written instructions to change the investment or contact the customer service center after the assets are transferred to exchange into funds in the same fund company and share class.

**NOTE:** Investments will be moved “in kind” to your existing account, that is the same fund(s) currently held in the deceased owner’s account will be moved to your existing account. You should speak with your PFSI Agent for assistance in determining what if any changes should be made after the transfer to your name is complete.

### SECTION 2 - REDEMPTION PROCEEDS

Please provide instructions on how you wish to receive the distribution proceeds. If you would like the assets in a check, please provide the name(s) and mailing address.

- **MAIL CHECK** - PSS usually processes and mails redemption checks within two to three business days.
- **EXPRESS MAIL** - Please indicate if you would like to receive a check via express mail service. A daytime telephone number is required for all express mail packages.

By **one-day air express** and deduct the fee charge from this account - The check will be sent via next-day air express in accordance with the mailing instructions.

**NOTE:** The overnight express fee is generally \$20 for most deliveries in the United States, however, if you reside in a rural area in the U.S. the charge could be higher. If you reside in Alaska, Hawaii, Puerto Rico or request overnight express to a PO Box, the overnight fee will be higher and you could be charged as much as \$30.00. If you request overnight express to Guam, the fee charge could be as much as \$70 or more. **Your account will be charged accordingly.**

- **WIRE TRANSFER** - A wire transfer usually takes place within 48 to 72 hours of processing your request for a redemption of shares. Please complete the Wire Transfer Information and attach a voided check. **If you would like for the assets to be wired or sent ACH to your bank, you must check the appropriate box, attach a voided check with the Distribution Request Form and obtain a signature guarantee on the form.**

**Wire Transfer to a Bank:** To have the redemption proceeds sent to your bank account. When processing a wire transfer to your bank, you must complete the bank name, bank contact person, bank telephone number, bank routing / transit number, bank account name and number, and attach a voided check.

**Signature:** Please provide daytime phone number where you can be reached if additional information is needed.

- **ACH TRANSFER** - An Automated and Clearing House (ACH) transfer should place within 72 to 96 hours of processing your request for distribution of shares. Please complete the Wire / ACH Transfer Information and attach a voided check.

(This page retained by the Awarded Spouse)

Continue



### **SECTION 3 - SIGNATURE**

Please provide your signature in the space provide along with the date. Please read all information contained in this section before signing the form. Please provide a daytime phone number where you can be reached should we need additional information to process your request.

### **SECTION 4 - SIGNATURE GUARANTEE**

An original signature guarantee is required and may be obtained from an officer of most financial institutions. **A medallion signature guarantee is preferable.** If the signature guarantee is NOT medallion, please provide the name and phone number of the person providing the signature guarantee for verification purposes. **Please note that a notary public cannot provide a signature guarantee.** A signature guarantee is a warranty by the grantor that the signature is genuine, and that the person(s) signing is competent and authorized to sign.

### **SECTION 5 - SUBSTITUTE FORM W-9/REQUEST FOR TAXPAYER IDENTIFICATION NUMBER**

If you request to have the assets distributed in the form of a payment, or if you are an existing shareholder on the account and wish to have the assets held in a new account in your name only, you must provide your Tax Identification Number or Social Security Number (TIN/SSN) and certification by completing and signing this section.

(This page retained by the Awarded Spouse)



## Individual or Joint Account Owner Distribution / Transfer IRA Assets Due to Divorce Form

Phone Number: (            ) \_\_\_\_\_

If the account is being divided, please complete a separate form for each spouse

☐ Redeem all awarded assets in all fund positions listed above. (will be reported under awarded spouse's name and social security number only, section 5: Substitute Form W-9/Request for Taxpayer Identification Number or an IRS W-9 form for awarded spouse are required.)

☐ Transfer all awarded assets to a new account (see table on page 1 for addition documents required).

☐ Transfer all awarded assets to my existing account no. \_\_\_\_\_  
(Assets will be transferred in the same funds held in the existing account, please attach instructions if you wish to change investments immediately or you may provide instructions to exchange to new funds in the same fund family and share class by phone after the shares are transferred to your account)

**I / We would like to ACH transfer:** ☐ To the bank listed on the attached voided check

4



Individual or Joint Account Owner  
Distribution / Transfer IRA Assets  
Due to Divorce Form

3

SIGNATURE

Party (Awarded Assets) Signature

Date

Account Owner's Signature

Date

4

SIGNATURE GUARANTEE

Guarantor Name: \_\_\_\_\_

Guarantor Phone Number: (        )        -       

**Signature Guarantee Stamp:** I / We guarantee the signature(s) of the applicant(s) and to the best of my knowledge and belief the applicant is of full age and legally competent. A separate signature guarantee stamp must be affixed to this form for each signor.

Signature Guarantee Stamp

Signature Guarantee Stamp

5

SUBSTITUTE FORM W-9 / REQUEST FOR TAXPAYER IDENTIFICATION NUMBER

Account Number: \_\_\_\_\_

If you request to have the assets distributed in the form of a cash payment, you must provide your Tax Identification Number (SSN/TIN) below and complete by signing this section.

Social Security Number (SSN):        -        -        Tax Identification Number (TIN):        -       

I certify under penalties of perjury (1) that the Social Security Number provided on this form is the correct Taxpayer Identification Number, (2) that I am not subject to backup withholding either because I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or the IRS has notified me that I am no longer subject to backup withholding, (3) that I am a U.S. Person (including a U.S. resident alien) and \*(4) the FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Party (Awarded Assets) Signature

Date

\*Not applicable as Primerica Shareholder Services is not a foreign financial institution.

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**WIRE / ACH TRANSFER - BANK ACCOUNT INFORMATION**

Bank Name: \_\_\_\_\_ Account Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

**(NOTE: A signature guarantee is required to wire transfer proceeds to a non-record bank)**

Please check with your financial institution for any special wiring instructions required to process a wire transfer to your bank account. Some financial institutions clear transactions through other institutions. This will cause a problem in processing the wire if your bank does not accept direct wires, but uses a pay through institution.

**IMPORTANT INFORMATION:**

Financial Institutions providing medallion signature guarantees have surety bond coverage that protects the transfer agents from “bad” guarantees. Primerica Shareholder Services will not accept a request to process a transaction that exceeds the financial institution’s bond coverage. Please verify with your financial institution their amount of bond coverage to determine if the institution’s bond will cover your requested redemption/distribution amount.

	Please send to:	Regular Mail	Overnight Mail
		Primerica Shareholder Services P.O. Box 534485 Pittsburgh, PA 15253 – 4485	Primerica Shareholder Services Attention: 534485 500 Ross Street, 154-0520 Pittsburgh, PA 15262
Once completed, mail the form and required documents to the appropriate address listed for processing.	Client Services:	(800) 544-5445	