



Change Authorized Legal Representative Form

Important information about this form:

- Before completing this form, carefully read the **Plan Disclosure Booklet** and **Participation Agreement**.
- An eligible person can only have one ABLE account open at any time.
- There can only be one Authorized Legal Representative managing an account at any time.
- Fill out the **Bank Add/Change Request Form** to make updates to the banking information if it's affected by changing the Authorized Legal Representative.
- A notarization acknowledgement is required for the new and resigning Authorized Legal Representative. If the resigning Authorized Legal Representative is deceased or incapacitated, please provide a Death Certificate or proof of incapacitation instead.
- Type or print clearly in black ink, and do not staple the pages.

Need help?

Give us a call Monday – Friday
from 9am – 5pm PT at

1-844-999-2253

Individuals with speech or
hearing disabilities may dial 711
to access Telecommunications
Relay Service (TRS) from a
telephone or TTY.

Mail the form to:

Oregon ABLE Savings Plan
P.O. Box 534430
Pittsburgh, PA 15253- 4430

Overnight Mail:

Oregon ABLE Savings Plan
Attention: 534430
500 Ross Street, 154-0520
Pittsburgh, PA 15262

Fax:

833-286-8167

1 ABLE account information

Name of the Beneficiary on the ABLE account (First and last)

____ - ____ - ____
Beneficiary's Social Security or Taxpayer Identification Number

Oregon ABLE Savings Plan account number

2 Reason for changing Authorized Legal Representative

(Please select one)

- ☐ Resignation of Authorized Legal Representative (e.g. divorce, relocation, incarceration, etc.)
(Signatures are required for the resigning and the new Authorized Legal Representative in **Steps 8 – 10**)
- ☐ Authorized Legal Representative is deceased or incapacitated
(A Death Certificate or proof of incapacitation and signature of the new Authorized Legal Representative are required in **Steps 8 – 10**)

3 Resigning Authorized Legal Representative information

If the Authorized Legal Representative is deceased or incapacitated, please complete this step and provide a Death Certificate or proof of incapacitation instead of a signature in **Step 9**.

Name (First and last)

____ / ____ / ____
Date of birth (mm/dd/yyyy)

____ - ____ - ____
Social Security or Taxpayer Identification Number

4 New Authorized Legal Representative information

Name (First and last)

Relationship to the Beneficiary? (Please select one)

I certify under the penalties of perjury that I am the Beneficiary's:

☐

Power of Attorney

I have the Power of Attorney to open and manage an ABLE account for the Beneficiary.

☐

Parent

I have the authority to open and manage an ABLE account for the Beneficiary.

☐

Legal Guardian

The Beneficiary does not have a Power of Attorney pertaining to this ABLE account, and I am their legal guardian.

☐

Sibling

I have the authority to open and manage an ABLE account for the Beneficiary.

☐

Conservator

The Beneficiary does not have a Power of Attorney pertaining to this ABLE account and I have been appointed conservator.

☐

Grandparent

I have the authority to open and manage an ABLE account for the Beneficiary.

☐

Spouse

I have the authority to open and manage an ABLE account for the Beneficiary.

☐

Representative Payee

I have the authority to open and manage an ABLE account for the Beneficiary.

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___ ___ / ___ ___ / ___ ___ ___

Date of birth (mm/dd/yyyy)

___ ___ - ___ ___ - ___ ___ ___

Social Security or Taxpayer Identification Number

___ ___ - ___ ___ - ___ ___ ___

Telephone number

Residential address

No P.O. boxes are accepted for a residential address.

Street address 1

Street address 2

City

State

ZIP Code

5 Communication preferences**Mailing address**

P.O. boxes are accepted for a mailing address.

- ☐ Use the Authorized Legal Representative's residential address as the mailing address
(Leave address information below blank)

Street address 1

Street address 2

City

State

ZIP Code

Choose how you want to receive statements and tax forms for all the accounts you manage
(Please select one)

- ☐ Send digital tax forms, account information and quarterly statements by email
(Please answer **Step 5A** below)
- ☐ Send digital quarterly statements and account information by email, but send tax forms by U.S. mail*
(Please answer **Step 5A** below)
- ☐ Send quarterly statements, account information and tax forms by U.S. mail*
(You'll be charged \$10 per account, per year)

5A What email address should we use?

Answer if you've chosen to receive items by email

Email

* All documents sent by U.S. mail will be mailed to the account's mailing address.

6 Work information of new Authorized Legal Representative

Providing employment information will help us understand how the account is being funded.

What is the new Authorized Legal Representative's work status? (Please select one)

- ☐ Employed
 ☐ Self-Employed
 ☐ Retired or Not Working



A What's your occupation (Please select one)

Answer if **employed** or **self-employed**:

- | | |
|---|---|
| <input type="radio"/> Accounting/Auditing | <input type="radio"/> Health Care Professional |
| <input type="radio"/> Admin/Clerical | <input type="radio"/> Hospitality/Food |
| <input type="radio"/> Art/Antiques Dealer | <input type="radio"/> Independent Investor |
| <input type="radio"/> Banking Professional | <input type="radio"/> Information Technology |
| <input type="radio"/> Car/Boat/Airplane Dealer | <input type="radio"/> Insurance |
| <input type="radio"/> Casino/Gaming | <input type="radio"/> Legal Services |
| <input type="radio"/> Construction/Skilled Trade | <input type="radio"/> Manufacturing/Production |
| <input type="radio"/> Creative/Design/Architectural | <input type="radio"/> Nonprofit Executive |
| <input type="radio"/> Defense/Military | <input type="radio"/> Operations |
| <input type="radio"/> Editorial/Writing/Publishing | <input type="radio"/> Other: |
| <input type="radio"/> Education | <input type="radio"/> (Please write in your occupation) |
| <input type="radio"/> Elected Official/Embassy | <input type="radio"/> Public Service |
| <input type="radio"/> Engineering/Science/R&D | <input type="radio"/> Retail/Sales/Real Estate |
| <input type="radio"/> Entertainment/Sports/Arts | <input type="radio"/> Student |
| <input type="radio"/> Financial Services | <input type="radio"/> Transportation/Warehousing |

B Please choose all of your sources of income (Select all that apply)

Answer if **retired** or **not working**:

- ☐ Retirement Savings
☐ Spousal Support
☐ Social Security or Pension
☐ Other Government Services
☐ Other:

(Please write in all other sources)

7 Verify your identity

The new Authorized Legal Representative must provide identification. If the Beneficiary has reached the age of 18 since opening the account, they must also provide identification in this step.

How to provide identification

Acceptable ID Documentation

Option A

Include a copy of a Department of Motor Vehicles State ID

Option B

Include a copy of both your Social Security card and your birth certificate

To help the government fight the funding of terrorism and money laundering, federal law requires us to obtain certain personal information: your name, address, date of birth, and Social Security number or taxpayer identification number and other information that will allow us to verify your identity. If we are unable to verify your identity, we may have to close your account or take other steps we think are necessary.

8 Sign the form

By signing below, I am agreeing to the terms and conditions set forth below and in the **Participation Agreement**. I understand and agree that those documents govern all aspects of this Account and are incorporated herein by reference.

I will retain a copy of the **Plan Disclosure Booklet** for my records. I understand that the Oregon ABLE Savings Plan may, from time to time, amend the **Plan Disclosure Booklet** and the **Participation Agreement**, and I understand and agree that I will be subject to the terms of those amendments.

I certify that all of the information provided by me on this form is, and all information provided by me in the future will be, true, complete and correct and I authorize the Plan to make changes to my Account based upon this information.

Additionally, I certify under penalty of perjury:

- The beneficiary's disability or blindness is expected to result in death or has lasted, or can be expected to last for a continuous period of not less than 12 months and that I will notify the Plan of any change to the status of the beneficiary's disability or blindness (including any potential cure or remission of such disability or blindness) promptly upon such occurrence.
- The priority for managing an account as an ALR is as follows in this order: an ALR is anyone who is selected by the eligible Beneficiary with legal capacity (who has power of attorney), an individual's agent under a power of attorney, a conservator or legal guardian, a spouse, parent, sibling or grandparent, or a Social Security Administration representative payee (individual or organization). A person may self-attest/certify that they are authorized to open the ABLE account and there is no other person higher in order willing to establish the account. According to Internal Revenue Service ("IRS") guidance, the Authorized Legal Representative may neither have, nor acquire, any beneficial interest in the ABLE account during the Beneficiary's lifetime and must administer the ABLE account for the benefit of the Beneficiary. Whenever an action is required to be taken by a Beneficiary in connection with an ABLE account with an Authorized Legal Representative, it must be taken by the Beneficiary's Authorized Legal Representative acting in that capacity.

The resigning Authorized Legal Representative must sign below with the new Authorized Legal Representative. If the resigning Authorized Legal Representative is deceased or incapacitated, no signature is required and a Death Certificate or proof of incapacitation must be provided to the Plan instead.

Signature of resigning Authorized Legal Representative

Date (mm/dd/yyyy)

Signature of new Authorized Legal Representative

Date (mm/dd/yyyy)

9 A notarization acknowledgement is required for a resigning Authorized Legal Representative — If applicable

If the resigning Authorized Legal Representative is deceased or incapacitated, a Death Certificate or proof of incapacitation must be provided to the Plan instead.

Keep in mind that:

- You're providing the following information as underwritten certification that your signature is genuine.
- You cannot guarantee your own signature. You may be required to provide proof of your authority to act on behalf of the ABLE account.

Only sign if you are in the presence of a notary public or other officer providing notarization.

The undersigned has read the foregoing in its entirety before signing. IN WITNESS WHEREOF, I have hereunto

set my hand this _____ day of _____, 20____.

Day (#) Month Year

Signature of resigning Authorized Legal Representative

State of Oregon, County of _____

This instrument was acknowledged before me

☐ physical presence ☐ online notarization

on _____
Date (mm/dd/yyyy)

by _____
Name of person (First and last)

My term expires: _____
Date (mm/dd/yyyy)

Notary Public (Seal)

Signature of Notary Public

10 A notarization acknowledgement is required for a new Authorized Legal Representative

Keep in mind that:

- You're providing the following information as underwritten certification that your signature is genuine.
- You cannot guarantee your own signature. You may be required to provide proof of your authority to act on behalf of the ABLE account.

Only sign if you are in the presence of a notary public or other officer providing notarization.

The undersigned has read the foregoing in its entirety before signing. IN WITNESS WHEREOF, I have hereunto

set my hand this _____ day of _____, 20____.

Day (#) Month Year

Signature of new Authorized Legal Representative

State of Oregon, County of _____

This instrument was acknowledged before me

☐ physical presence ☐ online notarization

on _____
Date (mm/dd/yyyy)

by _____
Name of person (First and last)

My term expires: _____
Date (mm/dd/yyyy)

Notary Public (Seal)

Signature of Notary Public