Change Authorized Legal Representative Form

Important information about this form:

1. Before completing this form, carefully read the Program Disclosure Booklet and Participation Agreement.
2. An eligible person can only have one ABLE account open at any time.
3. There can only be one Authorized Legal Representative managing an account at any time.
4. 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.
5. A Medallion Signature Guarantee 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.
6. Type or print clearly in black ink, and do not staple the pages.

1. ABLE account information

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

Beneficiary's Social Security or Taxpayer Identification Number

Maryland ABLE 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)

Need help?
Give us a call Monday – Friday from 9am – 8pm ET at 1-855-563-2253 or from 9am – 8pm ET at 1-844-888-2253 (TTY)

Mail the form to:
Maryland ABLE
P.O. Box 9663
Providence, RI 02940-9663

Overnight Mail:
Maryland ABLE
4400 Computer Drive
Westborough, MA 01581
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
If an Authorized Legal Representative is managing the account for a Beneficiary who has reached the age of majority*, they must also fill out the Verify Relationship Form in addition to this form.

__________________________
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 / Legal Guardian
   The Beneficiary does not have a Power of Attorney pertaining to this ABLE account, and I am their parent or legal guardian.

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

* The age of majority for most states is 18, with the following exceptions: Alabama (19), Mississippi (21), Nebraska (19).
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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 residentail address.

________________________________________
Street address 1

________________________________________
Street address 2

________________________________________
City

____________________ __ __ __ __ __ __
State       ZIP Code
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)

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.
Work information of Authorized Legal Representative

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

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

- [ ] Employed
- [ ] Self-Employed
- [ ] Retired or Not Working

What’s your occupation (Please select one)

Answer if employed or self-employed:

- [ ] Accounting/Auditing
- [ ] Admin/Clerical
- [ ] Art/Antiques Dealer
- [ ] Banking Professional
- [ ] Car/Boat/Airplane Dealer
- [ ] Casino/Gaming
- [ ] Construction/Skilled Trade
- [ ] Creative/Design/Architectural
- [ ] Defense/Military
- [ ] Editorial/Writing/Publishing
- [ ] Education
- [ ] Elected Official/Embassy
- [ ] Engineering/Science/R&D
- [ ] Entertainment/Sports/Arts
- [ ] Financial Services
- [ ] Health Care Professional
- [ ] Hospitality/Food
- [ ] Independent Investor
- [ ] Information Technology
- [ ] Insurance
- [ ] Legal Services
- [ ] Manufacturing/Production
- [ ] Nonprofit Executive
- [ ] Operations
- [ ] Other:

(Please write in all other sources)

(Please write in your occupation)

Answer if retired or not working:

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

(Please write in all other sources)
Verify your identity

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

How to provide identification

<table>
<thead>
<tr>
<th>Acceptable ID Documentation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Option A</td>
<td>Include a copy of a Department of Motor Vehicles State ID</td>
</tr>
<tr>
<td>Option B</td>
<td>Include a copy of both your Social Security card and your birth certificate</td>
</tr>
</tbody>
</table>

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.

* The age of majority for most states is 18, with the following exceptions: Alabama (19), Mississippi (21), Nebraska (19).
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 Program Disclosure Booklet for my records. I understand that the Maryland ABLE program may, from time to time, amend the Program 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 Program to open this 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 Program 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.

- I’m either a parent, a legal guardian, or have Power of Attorney, which makes me an Authorized Legal Representative. I am authorized to act on the Beneficiary’s behalf in opening and managing the Account and that this Account is in the best interest of the Beneficiary.

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 Guarantor of the Medallion Signature Guarantee in Step 9.

If applicable — Did you include the Verify Relationship Form if the Beneficiary has reached the age of majority* mentioned in Step 4?

☐ Yes  ☐ No  ☐ N/A

Signature of resigning Authorized Legal Representative  Date (mm/dd/yyyy)

Signature of new Authorized Legal Representative  Date (mm/dd/yyyy)

* The age of majority for most states is 18, with the following exceptions: Alabama (19), Mississippi (21), Nebraska (19).
A Medallion Signature Guarantee 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 Guarantor of the Medallion Signature Guarantee.

Keep in mind that:

• You’re providing the following information as underwritten certification that your signature is genuine.

• You can get a Medallion Signature Guarantee from an authorized officer of a bank, broker, or other qualified financial institution. A notary public doesn’t qualify, and 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 an authorized officer providing the Medallion Signature Guarantee.

I certify that the information provided herein is true and complete in all respects, and that I have read and understand, consent, and agree to all the terms and conditions of the Program Disclosure Booklet.

________________________________________________________________________
Signature of resigning Authorized Legal Representative
(unless deceased or incapacitated)

________________________________________________________________________
Signature Guarantor

________________________________________________________________________
Title

________________________________________________________________________
Name of Institution

________________________________________________________________________
Date (mm/dd/yyyy)

Have the Authorized Officer stamp here
A Medallion Signature Guarantee 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 can get a Medallion Signature Guarantee from an authorized officer of a bank, broker, or other qualified financial institution. A notary public doesn’t qualify, and 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 an authorized officer providing the Medallion Signature Guarantee.

I certify that the information provided herein is true and complete in all respects, and that I have read and understand, consent, and agree to all the terms and conditions of the Program Disclosure Booklet.

Signature of new Authorized Legal Representative

Signature Guarantor

Title

Name of Institution

Date (mm/dd/yyyy)