

### Important information about changing the Authorized Legal Representative:

- Before completing this form, carefully read the **Program 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 Medallion Signature Guarantee is required for the new and resigning Authorized Legal Representative. If the resigning Authorized Legal Representative is deceased, please provide a Death Certificate 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 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

## 1 Fill out the account information

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

\_\_\_\_ \_ - \_\_\_\_ \_ - \_\_\_\_ \_  
Beneficiary's Social Security or Taxpayer Identification Number

\_\_\_\_ \_  
Maryland ABLE program 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  
(A Death Certificate and signature of the new Authorized Legal Representative are required in **Steps 8 – 10**)

### 3 Information about the resigning Authorized Legal Representative

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

\_\_\_\_\_  
Name (First and last)

\_\_ \_\_ - \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_  
Birthday (mm/dd/yyyy)

\_\_ \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_ \_\_ \_\_  
Social Security or Taxpayer Identification Number

### 4 Information about the new Authorized Legal Representative – If applicable

If an Authorized Legal Representative is managing the account for a Beneficiary over the age of 18, they must also fill out the **Verify Relationship Form** in addition to this form.

\_\_\_\_\_  
Name (First and last)

**Relationship to the Beneficiary**  
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 ABLÉ account for the Beneficiary.
- Parent / Legal Guardian**  
The Beneficiary does not have a Power of Attorney pertaining to this ABLÉ account, and I am their parent or legal guardian.
- Conservator**  
The Beneficiary does not have a Power of Attorney pertaining to this ABLÉ account and I have been appointed conservator.

\_\_ \_\_ - \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_  
Birthday (mm/dd/yyyy)

\_\_ \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_ \_\_ \_\_  
Social Security or Taxpayer Identification Number

continued from page 2

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Street Address 1

\_\_\_\_\_  
Street Address 2

\_\_\_\_\_  
City

\_\_\_\_\_  
County

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP Code

**5** Communication preferences

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

- Send digital tax forms and quarterly statements by email  
(Please answer **Step 5A** below)
- Send digital quarterly statements by email, but mail\* tax forms via snail mail  
(Please answer **Step 5A** below)
- Mail\* quarterly statements and tax forms  
(The account will be charged \$10 per account, per year)

**A** What email address should we use?  
Answer if you've chosen to receive items by email

\_\_\_\_\_  
Email

\* All tax forms and statements will be mailed to the Beneficiary's address.

**6 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



**A What's your occupation** (Please select one)

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

- |   |  |
|---|--|
| <input type="radio"/> Accounting/Auditing           | <input type="radio"/> Hospitality/Food           |
| <input type="radio"/> Admin/Clerical                | <input type="radio"/> Independent Investor       |
| <input type="radio"/> Art/Antiques Dealer           | <input type="radio"/> Information Technology     |
| <input type="radio"/> Banking Professional          | <input type="radio"/> Insurance                  |
| <input type="radio"/> Car/Boat/Airplane Dealer      | <input type="radio"/> Legal Services             |
| <input type="radio"/> Casino/Gaming                 | <input type="radio"/> Manufacturing/Production   |
| <input type="radio"/> Construction/Skilled Trade    | <input type="radio"/> Nonprofit Executive        |
| <input type="radio"/> Creative/Design/Architectural | <input type="radio"/> Operations                 |
| <input type="radio"/> Defense/Military              | <input type="radio"/> Other:                     |
| <input type="radio"/> Editorial/Writing/Publishing  | _____  |
| <input type="radio"/> Education                     | (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 |
| <input type="radio"/> Health Care Professional      |  |

**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 to prove their identity. 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

**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 **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, no signature is required and a Death Certificate 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 is over the age of 18 mentioned in **Step 4**?

Yes     No     N/A

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Signature of Authorized Legal Representative

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Date (mm/dd/yyyy)

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Signature of adult Beneficiary — If applicable

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Date (mm/dd/yyyy)

**9** **A Medallion Signature Guarantee is required for a resigning Authorized Legal Representative – If applicable**

If the resigning Authorized Legal Representative is deceased, a Death Certificate 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 ABLÉ 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)

\_\_\_\_\_  
**Signature Guarantor**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Name of Institution**

\_\_\_\_\_  
**Date** (mm/dd/yyyy)

**Have the Authorized Officer stamp here**

**10 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 ABLÉ 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)

**Have the Authorized Officer stamp here**