

Important information about removing an 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.
- Fill out the **Bank Add/Change Request Form** to make updates to the banking information if it's affected by removing the Authorized Legal Representative.
- The adult Beneficiary and Authorized Legal Representative (if applicable) must provide a Medallion Signature Guarantee.
- If the Authorized Legal Representative is deceased, please provide a Death Certificate.
- 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 removing Authorized Legal Representative

(Please select one)

Beneficiary is at least 18 years old and can manage their own account
(Provide the Authorized Legal Representative's signature in **Steps 8 & 9**,
and the adult Beneficiary's signature in **Steps 8 & 10**)

The Authorized Legal Representative is deceased and the Beneficiary is at least 18 years old
(A Death Certificate and signature of the adult Beneficiary are required in **Step 8 & 10**)

**If the Beneficiary is under 18 years old, please complete a
Change Authorized Legal Representative Form instead.**

3 Information about the 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 Beneficiary

__ __ - __ __ - __ __ __ __ __ __
Birthday (mm/dd/yyyy)

__ __ __ __ - __ __ __ __ - __ __ __ __ __ __
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 the Beneficiary

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

What is the Beneficiary'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 Beneficiary must provide identification to prove their identity if they reached the age of majority since opening the account.

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 change 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.

The adult Beneficiary and the Authorized Legal Representative must sign below. If the Authorized Legal Representative is deceased, a Death Certificate must be provided to the Guarantor of the Medallion Signature Guarantee in **Step 9**.

Signature of Authorized Legal Representative – If applicable

Date (mm/dd/yyyy)

Signature of adult Beneficiary

Date (mm/dd/yyyy)

9 A Medallion Signature Guarantee is required for the Authorized Legal Representative – If applicable

If the 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 new Authorized Legal Representative

Signature Guarantor

Title

Name of Institution

Date (mm/dd/yyyy)

Have the Authorized Officer stamp here

10 A Medallion Signature Guarantee is required for the adult Beneficiary

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 Beneficiary – If Beneficiary is over 18

Signature Guarantor

Title

Name of Institution

Date (mm/dd/yyyy)

Have the Authorized Officer stamp here