



## Change Authorized Legal Representative Form

### Important information about this form:

- Before completing this form, carefully read the **Program Description & 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 – 8pm ET at  
**1-855-563-2253**

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

### Mail the form to:

Maryland ABLE  
P.O. Box 534424  
Pittsburgh, PA 15253- 4424

### Overnight Mail:

Maryland ABLE  
Attention: 534424  
500 Ross Street, 154-0520  
Pittsburgh, PA 15262

### Fax:

833-286-8170

### 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)

- Adult Beneficiary has selected an Authorized Legal Representative to manage the account
- 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, incapacitated, or no longer willing to serve  
(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**.

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**Name** (First and last)

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

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

## 4 New Authorized Legal Representative information

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Name (First and last)

**Relationship to the Beneficiary** (Please select one)

I certify under the penalties of perjury that:

- I have been selected by the beneficiary to establish this ABLE account on their behalf. (Mark Selected by Beneficiary below)
- The beneficiary is unable to establish their own able account; I am establishing it on their behalf.

I certify under the penalties of perjury that I am the highest person on the hierarchy below who is willing and able to serve as the ALR for the beneficiary.

**Selected by Beneficiary**

The Beneficiary has selected me to serve as their ALR with authorized signatory on the account. (Mark only if you have been selected by the Beneficiary)

**Power of Attorney**

I have the Power of Attorney 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.

**Conservator**

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

**Spouse**

I have the authority 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.

**Sibling**

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

**Grandparent**

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.



## Change Authorized Legal Representative Form

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\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of Birth (mm/dd/yyyy)

\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Social Security or Taxpayer Identification Number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Telephone number

### Residential address

No PO boxes are accepted for a residential address.

Street address 1

Street address 2

City

State

Zip Code

**5 Communication preferences****Mailing address**

PO boxes are accepted for a mailing address.

Use the Beneficiary's residential address as the mailing address  
(Leave address information below blank)

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Street address 1

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Street address 2

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City

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State

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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 \$20 per account, per year)

→ **5A What email address should we use?**  
Answer if you've chosen to receive items by email

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Email

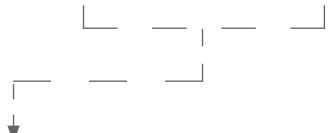
\* All documents sent by U.S. mail will be mailed to the account's mailing address.

## 6 Work Information

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

**What is the Beneficiary or 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"/> Cannabis related business	<input type="radio"/> Legal Services
<input type="radio"/> Car/Boat/Airplane Dealer	<input type="radio"/> Manufacturing/Production
<input type="radio"/> Casino/Gaming	<input type="radio"/> Nonprofit Executive
<input type="radio"/> Construction/Skilled Trade	<input type="radio"/> Operations
<input type="radio"/> Creative/Design/Architectural	<input type="radio"/> Other:
<input type="radio"/> Defense/Military	<hr/> (Please write in your occupation)
<input type="radio"/> Editorial/Writing/Publishing	<input type="radio"/> Public Service
<input type="radio"/> Education	<input type="radio"/> Retail/Sales/Real Estate
<input type="radio"/> Elected Official/Embassy	<input type="radio"/> Student
<input type="radio"/> Engineering/Science/R&D	<input type="radio"/> Transportation/Warehousing
<input type="radio"/> Entertainment/Sports/Arts	
<input type="radio"/> Financial Services	
<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:

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(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, including 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 **Program Description & 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 Description & Participation Agreement** for my records. I understand that the Maryland ABLE program may, from time to time, amend the **Program Description & 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.
- [For the new Authorized Legal Representative] I have authority to act as the Beneficiary's Authorized Legal Representative on this ABLE account. I understand that only certain persons can serve as an Authorized Legal Representative, and that there is an order of priority for who can serve. Specifically, I understand that the order of priority is: (1) a person selected by the Beneficiary (when the Beneficiary also has legal capacity), (2) the Beneficiary's agent under power of attorney, (3) conservator or legal guardian, (4) spouse, (5) parent, (6) sibling, (7) grandparent, or (8) a representative payee appointed for the Beneficiary by the Social Security Administration. I certify that I am qualified under this prioritized list to serve as the Beneficiary's Authorized Legal Representative, and that there is no other person higher than me on the prioritized list who is both willing and able to serve as the Beneficiary's Authorized Legal Representative on this account. I further certify that: (1) this account is in the best interest of the Beneficiary; (2) that I neither have, nor will I acquire, any beneficial interest in the Beneficiary's ABLE account during the Beneficiary's lifetime; and (3) that I will administer the ABLE account for the benefit of the Beneficiary.
- The beneficiary has not obtained a peace or protective order against me.
- I am not subject of a civil or criminal order prohibiting contact with the beneficiary.
- I have not been held civilly or criminally liable for financial exploitation.

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 along with this form.



## Change Authorized Legal Representative Form

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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 along with this form.**

**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 MARYLAND, COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me

physical presence      or       online notarization

on \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.  
Day (#) Month Year

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 certification that your signature is genuine.
- 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

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Signature of New Authorized Legal Representative

STATE OF MARYLAND, COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me

physical presence      or       online notarization

on \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.  
Day (#) Month Year

by \_\_\_\_\_  
Name of person (First and last)

My term expires: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date (mm/dd/yyyy)

**Notary Public (Seal)**

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Signature of Notary Public