

To request a surrender and close your fixed or indexed annuity, please complete this form and **return Pages 1-4** to Reliance Standard Life Insurance Company (RSL) using one of the methods below. **If you do not provide Pages 1-4 to Reliance Standard, your request will not be processed until pages 1-4 are received.** Please use one form per contract.



**EMAIL TO:**  
inforceannuities@rsl.com



**FAX TO:**  
267.256.4713



**MAIL TO:**  
Reliance Standard – Retirement Services  
1700 Market Street, Suite 1200  
Philadelphia, PA 19103

**QUESTIONS? Call Customer Care at 1.800.435.7775**

Contract Number(s) \_\_\_\_\_ If additional security has been requested, you must indicate the PIN here in order for the transaction to be processed. \_\_\_\_\_

**SECTION 1 | Contract Owner Information**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Entity/Trust Name \_\_\_\_\_

SSN/TIN \_\_\_\_\_ Email Address \_\_\_\_\_ Contact Number \_\_\_\_\_

Mailing Address\* \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\*Required if mailing address is a PO Box:

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**SECTION 2 | Joint Contract Owner Information**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

SSN/TIN \_\_\_\_\_ Email Address \_\_\_\_\_ Contact Number \_\_\_\_\_

Complete the address portion only if it is different than the owner's address.

Mailing Address\* \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\*Required if mailing address is a PO Box:

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### SECTION 3 | Tax Withholding

#### **For Federal Income Tax Withholding (Only select one option):**

Withdrawals received from an annuity contract are subject to federal tax withholding at a rate of 10%. Withholding only applies to the portion of the disbursement that is taxable. You may elect not to have taxes withheld by completing IRS Form W-4R for one-time withdrawals. Federal income tax of 10% will be withheld from the taxable portion of each payment if no election is made.

- I do not want federal income tax withheld from my payment.
- Please withhold the default rate of 10% for federal income tax.
- Please use the enclosed IRS Form W-4R for federal income tax withholding.
- The IRS now requires IRS Form W-4R for Non-periodic payments \to be completed when an amount different than 10% is requested to be withheld.
  - These forms are accessible through the IRS.gov website.

**Not withholding federal taxes or not withholding sufficient federal taxes may impact the need for you to pay estimated taxes. You are responsible for the payment of estimated taxes as indicated by the IRS on forms W-4R. Please consult a tax advisor regarding tax withholding as it pertains to your individual situation.**

#### **For State Income Tax Withholding (Only select one option):**

**Please refer to the "Withholding Election & Important Tax Notification" in the instructions section of this form regarding specific state withholding information.**

- I do not want state income tax withheld from my payment.
- Please withhold \_\_\_\_\_% or \$\_\_\_\_\_ state income tax from my payment.

### SECTION 4 | Surrender Charges Acknowledgment

Select the total withdrawal request option below.

- Total Withdrawal Request.** I elect to surrender the contract and receive the Cash Surrender Value.
- I understand that surrender charges, and if applicable, a market value adjustment of the amount entered below (entire amount of early withdrawal charges) will be deducted from the total amount withdrawn from the Annuity Contract as part of this request.
- \$ \_\_\_\_\_

Please return your contract with this form. If the contract is not included, your signature on this form certifies that you contract has been lost or stolen.

### SECTION 5 | Special Instructions & Contract Security

Add specific withdrawal instructions (if any) below.

## SECTION 6 | Payment Method

Select how you would like your withdrawal sent to you from the options below. If no option is selected, a check payable to you will be sent to your address of record by regular mail.

- Address of Record
- Overnight – Send the proceeds via Overnight Mail to my address of record. I am aware there will be a charge of \$25.00 deducted from the withdrawal amount. **(This option is not available if your address is a PO Box or if you are requesting a systematic withdrawal.)**
- EFT – To provide faster access to your money, we will deposit your money directly in your bank account using Electronic Funds Transfer (EFT).
  - Use existing instructions already on file with RSL.
  - Use the bank information provided below. Any existing bank information on file with RSL will be updated using the information provided below.

Account Name (as it appears on the account)	Bank Name
Routing Number (Bottom left of check):	Account Number (Bottom center of check):

Type of account: (Your name must appear on the account in order to process your request.)

- Checking - Please attach a voided check for the listed account.
- Savings - Please include a bank statement for the listed account.

The diagram shows a check with a large 'VOID' watermark. Labels with arrows point to specific fields:

- Name of Account** points to the top left of the check: Joe Smith, 123 Any Street, Any City, US 12345.
- Bank Name** points to the bottom left of the check: ABC Bank, PO Box 111, Any City, US 11111.
- Below the check, three arrows point to the routing numbers:
  - Transit / ABA No. points to :107198557:
  - Checking Account Number points to 11111111
  - Check Number points to 1234

**Please note when selecting EFT:**

- RSL will use third party software to assist in validating the bank account information provided. If RSL is unable to authenticate your account information, your payments will be sent to your address of record via regular mail.
- A copy of a voided check, account statement, or signed letter by a bank officer is required to verify the information provided.
- Funds can only be deposited into a bank account with the same owner information as the RSL annuity contract. Jointly owned contracts must have both owners listed on the bank account.
- Payments cannot be made to third parties, a power of attorney, or to the trustee of a trust.
- These instructions will apply to all Reliance Standard annuity contracts owned by the same person and will remain in effect until RSL is instructed to replace this information.

**SECTION 7 | You must complete this Section. Read this section IN ITS ENTIRETY before signing.**

- I certify that the contract number shown on this form is my contract number. I further certify that this contract is neither assigned nor pledged as collateral to any other person or corporation and that no proceedings in bankruptcy or insolvency, voluntary or involuntary have been instituted by or against the owner(s) and that the owner(s) is (are) not under guardianship or any legal disability.
- If direct deposit applies, by completing the direct deposit section of this form, and by my signature, below, I hereby authorize RSL to deposit withdrawals from the annuity contract listed in the owner information section of this form to the bank account specified. In the event an overpayment(s) should be credited to my account, I hereby authorize RSL to initiate, if necessary, debit entries and adjustments for any credit entries.

**If you are a U.S. Citizen, complete the information below. Under penalties of perjury, I certify that as a U.S. Citizen or U.S. Resident Contract Owner:**

- The social security number shown on this form is my correct social security number or taxpayer identification number; and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding because of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or U.S. resident for tax purposes.

Check this box if the IRS has advised you are subject to backup withholding.

Check this box if you are a Non-U.S. Citizen, and include a signed IRS Form W-8 BEN instead of agreeing to this certification.

**The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.**

Contract Owner Signature       I am not married      Signature Date (MM/DD/YYYY)  
\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Contract Joint Owner Signature (if any)      Signature Date (MM/DD/YYYY)  
\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**Signature of Spouse when owner and/or any joint owner reside in a community property state (AZ, CA, ID, LA, NM, NV, TX, WA, WI). Only required for Non-Qualified annuity contracts.**

Contract Owner Spouse Signature      Signature Date (MM/DD/YYYY)  
\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

In order to sign on behalf of the owner, proper legal documentation must be on file with RSL. Please include the documentation if it has not already been provided to RSL. If we do not have the correct documentation, we will be unable to process our request until it is received. Please select the capacity in which you are signing on behalf of the owner below.

- Power of Attorney     Guardian     Conservator     Assignee

Signature (If applicable)      Signature Date (MM/DD/YYYY)  
\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**An original Medallion Signature Guarantee is required for any withdrawal/surrender requests when:**

- The request includes mailing checks to an address other than the address of record (a "special" mailing).
- The mailing address has changed within the last 30 calendar days.

**RSL reserves the right to request a signature guarantee for any other reason and at any time in order to protect all parties' private information.**

A notary seal/stamp is NOT a Medallion signature guarantee. The space below is reserved for Medallion Signature Guarantee (if required).

**THIS PAGE IS FOR YOUR RECORDS**

Please review instructions and general provisions below in their entirety:

<b>General Provisions</b>	<ul style="list-style-type: none"> <li>Please review your annuity contract before submitting a surrender request to determine if any portion of the surrender proceeds is subject to penalties such as a surrender charge and market value adjustment.</li> </ul>
<b>Direct Deposit</b>	<ul style="list-style-type: none"> <li>The owner's name on the contract must match the registration of the bank/financial institution account.</li> </ul>
<b>Withholding Election &amp; Important Tax Notification</b>	<ul style="list-style-type: none"> <li>The taxable portion of a withdrawal from an annuity contract is considered ordinary income for tax purposes. RSL is required to withhold federal taxes (and state taxes where applicable) from any withdrawal, unless you opt out of income tax withholding and provide your social security or tax ID number.</li> <li>Even if you elect not to have federal income tax withheld, you are liable for payment of federal income tax on the taxable portion of your withdrawal and RSL is obligated to report this information both to you and to the Internal Revenue Service (IRS). If your payment of estimated tax and withholding, if any, is not adequate, you may also be subject to penalties under the estimated tax payment rules. Consult your tax advisor or IRS Publication 590 for more information.</li> <li>If you are a U.S. citizen/legal resident/resident alien and the withdrawal check is sent outside the United States, RSL is required to withhold federal tax.</li> <li>Any taxable portion of the withdrawal you are requesting will be subject to ordinary income tax and possible 10% federal income tax withholding. If the withdrawal is taken prior to age 59½, a 10% IRS penalty tax may also apply.</li> <li>A foreign person is subject to U.S. tax on its U.S. source income and a mandatory 30% withholding may apply in certain instances (for tax treaty information and eligibility for a reduced rate, see IRS Publication 515).</li> </ul> <p><b>Non-Qualified Annuity Plans:</b> If you do not complete Section 3 for non-qualified annuity plans:</p> <ul style="list-style-type: none"> <li>Reliance Standard will automatically withhold federal income tax of 10% on the taxable portion of your withdrawal(s).</li> <li>Reliance Standard will withhold state income tax in states where it is mandatory (see sections a, b, and c below).</li> <li>Reliance Standard will not withhold state taxes if you reside in any of the states listed below in section "e".</li> </ul> <p><b>Traditional IRA &amp; Inherited IRA Plans:</b> If you do not complete Section 4 for qualified annuity plans, Reliance Standard will automatically withhold 10%.</p> <ul style="list-style-type: none"> <li>Reliance Standard will automatically withhold 10% if an amount less than 10% is indicated.</li> <li>Reliance Standard does not withhold federal or state income taxes from or provide tax reporting on Custodial IRA, Custodial Roth IRA, or annuity contracts owned by a Pension Trust (e.g., 401(k), H.R.10, 401(a) and 412(e)(3)).</li> </ul> <p><b>State Income Tax</b> State income tax withholding requirements vary depending on your state of primary residence at the time of the withdrawal.</p> <ol style="list-style-type: none"> <li>The following states require mandatory state income tax withholding when federal income tax is withheld (AR, CA, CT, DE, IA, MA, ME, NC, OK, OR, VT). In these states, when you indicate a federal income tax withholding rate and you do not indicate a state income tax withholding rate or enter a rate less than your state's minimum withholding rate, we will automatically withhold state tax at the minimum rate required by your state.</li> <li>Residents of CA, DE and NC may elect to not have state income tax withheld by submitting IRS Form W-4R depending on the transaction type.</li> <li>If federal income tax is not withheld, state income tax withholding is not required for the states listed above except for residents of CT, DC, MI and MN where minimum state tax withholding applies even when federal income tax is not withheld. If you live in one of these states and do not wish to have state income tax withheld, you must remit the appropriate IRS Form W-4R indicating zero withholding.</li> <li>The following states allow voluntary state income tax withholding (AL, AZ, CO, GA, ID, IL, IN, KY, LA, MD, MO, MS, MT, ND, NE, NJ, NM, NY, OH, PA, RI, SC, UT, VA, WV, WI). In these states, RSL will withhold the state income tax at the rate specified in section 4.</li> <li>The following states do not allow state income tax withholding (AK, FL, HI, NH, NV, SD, TN, TX, WA, WY). In these states, state income tax will not be withheld regardless of the rate entered in the state tax withholding field in section 3.</li> </ol> <p><b>RSL and its affiliates, subsidiaries, employees and agents do not provide tax or legal advice. Tax laws and regulations are complex and subject to change. For information that is specific to your situation, consult your attorney or tax advisor prior to requesting a surrender.</b></p>