



# INSTRUCTIONS

Each beneficiary who wishes to assign their portion of the policy proceeds must complete a Beneficiary's Assignment of Proceeds. A beneficiary assigning proceeds to more than one assignee must complete a Beneficiary's Assignment of Policy Proceeds for each assignee. The Beneficiary's Assignment of Proceeds must be submitted to Oxford Life prior to payment of the claim.

## Definitions

**Assignee:** The individual or entity (such as a funeral home) to whom the beneficiary is assigning some or all of the policy proceeds.

**Beneficiary:** The individual or entity designated at the time of the insured's death to receive death benefits payable under the policy.

## Signature Requirements

All applicable required signatures must be included when submitting this form. Processing will be delayed if signature requirements are not satisfied. The Assignee must provide a completed and signed IRS Form W-9.

**Trust** – All trustees must sign if required by the trust agreement. A copy of the trust agreement and a current Certification of Trustee Powers form must be on file before a withdrawal can be processed. Check the "Trustee" box below the Beneficiary's signature line.

**Guardian or Conservator** – The guardian or conservator must sign and identify the capacity in which they are signing for the owner. Provide a copy of the guardianship/conservator documents if not previously submitted.

**Power of Attorney** – Provide a copy of the power of attorney (if not previously provided), and complete and submit a Certification of Power of Attorney form.

**Corporation** – Check the "Officer Title" box below the owner signature line and write the title of the officer signing for a corporate owner in the space next to it. Provide a copy of the corporate resolution evidencing the officer's signing authority.

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