

**Contact Us**

If you bought your coverage through an Independent Insurance Advisor, contact your Advisor or contact:  
1-800-387-4483 • Fax 1-866-716-8999  
[insurance.clientservices@bmo.com](mailto:insurance.clientservices@bmo.com)

If you bought your coverage directly through BMO Insurance, contact:  
1-800-387-9855 • Fax 1-877-279-2656  
[insurance.DirectAdmin@bmo.com](mailto:insurance.DirectAdmin@bmo.com)

**REQUEST TO CHANGE BENEFICIARY DESIGNATION – LIFE INSURANCE**

- Use this form to designate beneficiaries to receive benefits under your Life Insurance policy with BMO Life Assurance Company (BMO Insurance).
- For Critical Illness policies, use the Beneficiary Designations for Critical Illness Policies form [626E](#) or the Direction to Pay for Critical Illness Policies form [630E](#).
- Before completing this form, review the Beneficiary Designation/Change Guidelines on Page 2.

**Section A – Policy Information**

- For policies with more than one Life Insured, complete a separate form for each Life Insured.

Policy Number(s)	Name of Policy Owner				Date of Birth (dd/mmm/yyyy)
Address (Street, Apt., R.R.)		City	Prov.	Postal Code	Email address
Name of Life Insured					Date of Birth (dd/mmm/yyyy)

**Section B – Primary Beneficiary Designation**

In Quebec, a Spousal Beneficiary (marriage or civil union) will be irrevocable unless you check this box  Revocable

\*In Quebec, the relationship is to the owner of the policy, for all other Provinces the relationship is to the Life Insured

Full Name	Relationship*	Date of Birth (dd/mmm/yyyy) for Minor Beneficiary	Percentage share (must total 100%)	Email address

**Section C – Contingent Beneficiary (Subrogated Beneficiary in Quebec) Designation**

\*In Quebec, the relationship is to the owner of the policy, for all other Provinces the relationship is to the Life Insured

Full Name	Relationship*	Date of Birth (dd/mmm/yyyy) for Minor Beneficiary	Percentage share (must total 100%)	Email address

**Section D – Trustee for minor beneficiaries**

Is the beneficiary under the age of 18?  Yes  No If 'yes' please name a trustee.

- Outside Quebec you should name a Trustee to receive the benefits while the beneficiary is still a minor.
- In Quebec, the benefits will be paid to the parent(s) or a Tutor(s) duly appointed by law.

Full Name of Trustee	Relationship to Life Insured	Email address
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**PLEASE COMPLETE BOTH SIDES OF THIS FORM**

## Section E – Signatures

By signing below you acknowledge that:

- You revoke all previous beneficiary designations on this policy (ies), and
- You direct that the proceeds be paid to the beneficiary or beneficiaries designated on this form.
- This form must be signed and dated by the Policy Owner and irrevocable beneficiary (if applicable) in order for it to be valid.
- Attach authorization from Bankruptcy Trustee approving this beneficiary change (if applicable).
- BMO Insurance assumes no responsibility for the accuracy or validity of the information provided on this form.
- This is not an acknowledgement that the above numbered policy (ies) is/are in force.
- We are not responsible for any payments made before we receive any beneficiary change at our Head Office.
- For Corporately owned policies, you have the authority to bind the company

Signed at (city or town)		Province	Date (dd/mmm/yyyy)
Signature of Policy Owner #1 and Title (if applicable)  X For Corporately owned policies, I have the authority to bind the company.		Signature of Policy Owner #2 and Title (if applicable)  X For Corporately owned policies, I have the authority to bind the company.	
Signature of previous irrevocable beneficiary (By signing here I consent to the above beneficiary designations change and give up my rights as beneficiary.)  X			

## Beneficiary Designation/Change Guidelines

### Please note:

This document is for general information only. These guidelines are only meant to assist you in completing the beneficiary designation form; who you designate as your beneficiary is solely your decision.

“You” or “your” means the Policy Owner or the Life Insured if there is no Policy Owner. “We” means BMO Life Assurance Company (BMO Insurance)

### General Instructions

- This form must be completed, signed and dated by the Policy Owner(s) or the Life Insured if there is no Policy Owner
- A person acting under a **Power of Attorney** cannot designate a beneficiary
- All relevant sections of the “Request to Change Beneficiary” form must be completed in full before the beneficiary change can be made.
- Clearly print all names, relationship and percentage of benefit for each beneficiary
- Use a separate line for each beneficiary
- Print the beneficiary’s full name as stated on their official government issued document
- If you have declared **bankruptcy** that is not yet discharged, your bankruptcy trustee must approve the beneficiary change
- If there is more than one policy owner, all policy owners must sign.
- Corporate owners – form must be signed by a signing officer that has the authority to bind the company.

### Information on Beneficiaries

#### Revocable and Irrevocable beneficiaries

There are two types of beneficiaries: revocable and irrevocable.

- In Québec, if you name your spouse as beneficiary, he or she is automatically irrevocable, unless you state otherwise.
- For all other Provinces, a beneficiary designation is considered revocable, unless you specifically make it irrevocable.
- A revocable beneficiary designation allows the policy owner to change the beneficiary designation at any time without the consent of the current beneficiary(ies)
- If you name a beneficiary as irrevocable, your ability to deal with the policy is limited. For example, you cannot change the beneficiary without their consent, unless permitted by law. You may also need the irrevocable beneficiary’s consent to deal with the policy, e.g. surrender, assign, and transfer ownership.
- A minor child or your estate cannot give consent to make any changes on the policy if they are designated as an irrevocable beneficiary

#### Payment of benefits when the beneficiary is a minor

- Except where Quebec law applies, we will pay benefits to the trustee for the minor beneficiary, if you have named one. If no trustee was named, we will make the payment as the law requires.
- Where Quebec law applies, we will pay the parent(s) of the minor beneficiary or Tutor duly appointed at law.

#### Multiple and contingent beneficiaries

- You can name a beneficiary “primary” or “contingent” (“subrogated” beneficiary in Quebec).
- If you name more than one beneficiary, indicate the share of each beneficiary; otherwise, they will share the benefit equally.
- Benefits will first be paid to all living primary beneficiaries, if a primary beneficiary dies before the Life Insured, their share of the benefits will be paid equally to the surviving primary beneficiaries unless you state otherwise.
- If all primary beneficiaries die before the Life Insured, the benefits will be paid equally to the contingent beneficiaries unless you state otherwise.
- If no beneficiary is alive when the benefits become payable, the benefits will be paid to the policy owner if other than the life insured, otherwise to the policy owner’s estate.
- If a beneficiary is disqualified from receiving the benefits for any reason that beneficiary will be treated as if he/she died before you and the benefits will be dealt with in accordance with the law.

#### Marriage breakdown or divorce

- In Quebec, divorce cancels the designation of a named spouse as beneficiary. Note: a divorce pronounced before December 1982 does not automatically cancel a spousal designation. A court must order the cancellation.