



REQUEST TO CHANGE BENEFICIARY DESIGNATION – LIFE INSURANCE

Important Notes:

- Use this form to designate beneficiaries under your Life Insurance policy or Income Annuity 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.

Policy Number(s)

Section A – Information about the policy

- For policies with more than one insured person, complete a separate form for each insured.
- For an Income Annuity, the insured person is the Annuitant.

Insured/Annuitant Name (first, middle initial, last)		Date of Birth (dd/mmm/yyyy)	
Policy Owner Name #1 (first, middle initial, last or full name for a corporation)		Date of Birth (dd/mmm/yyyy)	
Policy Owner Name #2 (first, middle initial, last)		Date of Birth (dd/mmm/yyyy)	
Address (Street, Apt., R.R.)		City	Prov. Postal Code
Contact Number	Email address - by providing my email, I consent to receiving documents and information about this policy electronically.		

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

Legal Name (first, middle initial, last or Corporate/entity name)	Relationship*	Date of Birth for Minor Beneficiary (dd/mmm/yyyy)	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

Legal Name (first, middle initial, last or Corporate/entity name)	Relationship*	Date of Birth for Minor Beneficiary (dd/mmm/yyyy)	Percentage share (must total 100%)	Email Address

Section D – Special Death Benefit Payout

- Available for Joint Last to Die plans for Universal Life or BMO Insurance Whole Life with APO

Legal Name (first, middle initial, last or Corporate/entity name)	Relationship	Date of Birth for Minor Beneficiary (dd/mmm/yyyy)	Percentage of fund value to payout	Email Address

Section E – 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

Section F – 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;
- If there is more than one policy owner, all policy owners must sign;
- For Corporately owned policies, you have the authority to bind the company;
- The current irrevocable/preferred beneficiary must sign releasing their rights as beneficiary on this policy(ies);
- 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.

Province Signed	Date (DD/MMM/YYYY)	Signature	Print Name
		Policy Owner or Signing Officer and Title (if applicable) X	
		Policy Owner or Signing Officer and Title (if applicable) X	
		Irrevocable/Preferred Beneficiary (if applicable) 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, or the Life Insured, or the Annuitant.
- 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.

Information on Beneficiaries

Revocable and Irrevocable beneficiaries

There are two types of beneficiaries: revocable and irrevocable.

- In Quebec, if a married or civil union spouse is named beneficiary, the designation is irrevocable unless otherwise stated.
- 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. A parent, guardian, or tutor cannot provide consent on behalf of a minor child.

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 is named, we will make the payments 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”, or “secondary” (“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/Annuitant, 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 /Annuitant, the benefits will be paid equally to the contingent/secondary 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/Annuitant, 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 the individual 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 granted before December 1982 does not automatically cancel a spousal designation. A court must order the cancellation.