

Regular Mail to:
Great-West Life & Annuity Insurance
Company of New York
Attn: RROC
PO Box 173921
Denver, CO 80217-3920
Phone: (800) 905-1959

Overnight Mail to:
Great-West Life & Annuity Insurance
Company of New York
Attn: RROC
8515 E Orchard Road 8T2
Greenwood Village, CO 80111
Phone: (800) 905-1959



Non-Financial Service Request Form

Owner Name _____ Group _____

Owner _____ Annuity _____
Social Security No. _____ Ext _____ Number _____

Owner Address: _____
Street _____ City _____ State _____ Zip _____

Owner Phone Numbers: _____
Daytime _____ Evening _____

1. Change of Address Change Annuitant Name Name change of Owner (Ownership Change see below)

From: _____
Name and Address

To: _____
Name and Address

Reason For Change: _____ Effective Date of Change _____

Supporting Documentation

- a legible certified or notarized copy of valid Government issued photo ID with a current dated signature is attached
- legal documentation for any name changes is attached (i.e. copy of marriage license, divorce decree, trust extract, etc)

2. (Non-qualified Contracts Only) Add Joint Annuitant* Remove Joint Annuitant* Change of Annuitant*

I (we), the present Owner(s) of the above numbered policy, hereby revoke any previous designation of annuitant and hereby designate as the annuitant of the said policy effective in accordance with the policy provision, the following:

Annuitant Social Security Number: _____ Date of Birth _____ Relationship to Owner _____

Full Name: _____

Address: _____
First Middle Last
Street City State Zip

3. (Non-qualified Contracts Only) Add Joint Owner* Remove Joint Owner* Change of Ownership*

I (we), the present Owner(s) of the above numbered policy, hereby revoke any previous designation of owner and hereby designate as the owner of the said policy effective in accordance with the policy provision, the following:

Owner Social Security or Taxpayer ID Number: _____ Date of Birth _____ Relationship to Owner _____

Full Name: _____

Address: _____
First Middle Last
Street City State Zip

Supporting Documentation:

- If ownership is changing to a trust a notarized copy of either the Trust or an Affidavit of Trust form is attached. Also, for each trustee, attached is a legible notarized copy of Government issued photo id including a current dated signature.
- If ownership is changing to an individual a legible certified or notarized copy of valid Government issued photo Identification is attached.

Notes:

- If you transfer ownership of this policy to a minor, you should be aware that no changes can be made to the policy until the minor attains the age at which he or she acquires the capacity to contract for such annuity.
- This change of ownership is not a change of beneficiary or annuitant. The present designation of beneficiary, annuitant and method of payment will remain in effect unless changed by the new owner during the lifetime of the annuitant.
- This transfer of ownership shall take effect immediately and shall automatically revoke any previous designation.

GREAT-WEST LIFE & ANNUITY INSURANCE COMPANY OF NEW YORK

The principal underwriter is GWFS Equities, Inc., a wholly owned subsidiary of Great-West Life & Annuity Insurance Company and an affiliate of Great-West Life & Annuity Insurance Company of New York.

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Last Updated 01/16

