**Change of Beneficiary Letter – Instructions**

1. Fill out the name and address of the financial institution you are contacting.

2. Identify the account number of the account to which you’d like to make a change in beneficiary in the subject line of the letter.

3. Advise the financial institution of the name of the new beneficiary or beneficiaries.

4. Provide the financial institution with your contact information so they can contact you if they have any questions regarding your request.