

To change the current account owner, due to the death of the current account owner, on a Florida Prepaid College Plan with no survivor listed, requires the Personal Representative/Executor/Administrator of the deceased current account owner's estate to sign the form in the space provided and have the signature properly notarized. Mail the completed form along with copies of the following documents:

- The current account owner's Death Certificate; and
- The Letters of Administration issued by a court appointing you as the Personal Representative/Executor/Administrator of the deceased current account owner's estate, which have been signed by a judge.

As there is no current survivor listed on the account, the **new account owner** and the **new survivor**, if a new survivor is designated, must complete and sign the form. You may designate yourself or some other person as the new account owner or the new survivor. Any person designated to be the new account owner or survivor must be a citizen or resident alien of the United States and be 18 years of age or older. For more information, see the Master Covenant at www.myfloridaprepaid.com.

The Florida Prepaid College Plan cannot appoint anyone as the new account owner without a copy of the Letters of Administration issued by a court appointing the Personal Representative/Executor/Administrator of the current account owner's estate. If there is more than one Personal Representative/Executor/Administrator, each of those persons must sign the form and have their signatures properly notarized.

Please remember:

- The personal representative's signature must be original and notarized. Faxed or photocopied notarized signatures will not be accepted.
- The notary must properly sign the form.
- The notary must date the form.
- The notary must print the name of the personal representative in the appropriate section of the form.

Please mail the completed form and the documents listed above to:

Florida Prepaid College Board
P.O. Box 6567
Tallahassee, FL 32314-6567

Once all this information is received, we will update the plan and provide the new account owner with current documents reflecting the change in account owner.

In addition, if the deceased current account owner had a Group Life Insurance Plan for their prepaid plan, contact Student Insurance Services at 1-800-552-GRAD (4723) and press prompt 4, for instructions on filing a claim.

If you have any questions or need assistance, please call us at 1-800-552-GRAD (4723) and *press prompt 2*.

Sincerely,

Florida Prepaid College Plan
Customer Service



Florida Prepaid College Plan Death of Account Owner Change Form

Customer Information:

Name of Current Account Owner

(____) _____ - _____
Daytime Telephone Number

Plan Number

Name of Beneficiary (Student)

NEW ACCOUNT OWNER

NEW SURVIVOR

Name: (Last/First/Middle) _____

SSN: _____

Address: _____

City, State, Zip Code: _____

E-Mail: _____

Home Phone: () _____ - _____

() _____ - _____

Work Phone: () _____ - _____

() _____ - _____

Signature: **X** _____

X _____

I authorize the Florida Prepaid College Plan to change the account owner on the above-referenced plan(s).

I understand that, for plans purchased on or after February 1, 2009, that include coverage for Registration Fees, and any associated supplemental plan(s), the new survivor's notarized signature also will be required for all future changes of account owner, survivor, and beneficiary, requests for voluntary termination of plan(s), and refund requests associated with involuntarily terminated plan(s).

PERSONAL REPRESENTATIVE

X _____

SIGNATURE OF PERSONAL REPRESENTATIVE – REQUIRED

State of _____, County of _____

The foregoing instrument was acknowledged before me

This _____ day of _____, 20____

by _____
(PRINT NAME OF PERSONAL REPRESENTATIVE)

who is (select one): ___Personally known, OR ___Produced identification

Type of Identification: _____

State of: _____

X _____

SIGNATURE OF NOTARY – REQUIRED

Notary Stamp