



# Oklahoma College Savings Plan Account Services Form

Use this form to add or modify Plan Account information,  
**Questions?** Call toll-free 1-877-654-7284  
 P.O. Box 8193, Boston, MA 02266-8193  
 Visit [www.ok4saving.org](http://www.ok4saving.org)

## Instructions

- You can update Account Owner or Beneficiary information online, by telephone or you can complete and mail this form.
- An Individual Account Owner can add, change or revoke Contingent Account Owner information by mailing this completed form to the Plan. Note, a Contingent Account Owner cannot be named for a Uniform Gifts to Minors Act (UGMA) or Uniform Transfers to Minors Act (UTMA), or any entity account.
- If you choose submit your Account changes by mail, then please be sure to complete Section 1, along with all relevant sections of this form. Entity Account Owners should also review the enclosed *List of Approved Documents for Substantiation by Entity Account Owners* and submit any required documentation along with this form.
- You must complete a separate *Account Services Form* for each Account and/or Beneficiary. You can obtain additional copies of this form, or any Plan form, by calling the Plan or by visiting [www.ok4saving.org](http://www.ok4saving.org) and clicking on *Account Forms*.
- Print in capital letters with blue or black ink, sign and date the form, then mail it to the Plan at the above address.

## 1 Account Information (You must provide complete information.)

<input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/>
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Fund and Plan Account Number (Provide any one from your statement.)

Day Telephone Number

Account Owner or Custodian Name (First, MI, Last, Suffix), or Entity Name

Beneficiary Name (First, MI, Last, Suffix)

## 2 Update Account Owner and/or Beneficiary Information (You must provide complete information.)

You can update Account Owner or Beneficiary information online, by telephone or you can complete and mail this form.

### Account Owner Information

- > **Legal name change:** Provide an original or certified copy of your marriage license, divorce decree or any court order.
- > **Misspelled name or incorrect date of birth:** Provide a copy of your birth certificate, or call to make these changes by telephone.

New Name (First, MI, Last, Suffix)

New Date of Birth (mm-dd-yyyy)

- > **Social Security or Taxpayer ID Number:** Provide a copy of your U.S. government issued Social Security or Taxpayer ID card.

New Social Security Number or Taxpayer ID Number

- > **Address or Telephone Number:** Documentation is not required. (You can also make these changes by telephone.)

New Residential Address (This must be a street address - a P.O. Box is not acceptable under the U.S Patriot Act.)

New City, State, Zip

New Mailing Address, if different from your residential address

New City, State, Zip

Day Telephone Number

Evening Telephone Number

E-mail Address (Provide this information to receive periodic eNewsletters and updates from the Plan.)





## List of Approved Documents for Substantiation by Entity Account Owners

Substantiation is required from an entity Account Owner when opening a Plan Account or when conducting a transaction for that Account. Such documentation must include the following:

- the legal status of the entity;
- authorization by the entity to open the Account or conduct the transaction; and
- authorization by the entity for the signer of the form to open the Account or conduct the transaction.

The same document may provide substantiation of all of the three required elements.

The documents set forth below have been approved by the Board to meet these substantiation requirements and must be original or certified documents, dated no more than 60 days prior to receipt by the Plan.

1. A corporate by-law extract or corporate resolution certified by an officer of the corporation (other than an individual authorized thereby to act as signer for the corporation's Account), with raised seal if in use by the corporation;
2. A certificate signed by the owner of a sole proprietorship;
3. A certificate signed by a general partner of a partnership (other than an individual authorized by the certificate to act as signer for the partnership's Account);
4. A certificate signed by an officer of a limited liability company, other company or association (other than an individual authorized by the certificate to act as signer for the Account of the limited liability company, other company or association);
5. A certificate signed by the chief executive officer of a state or local government agency;
6. A certified copy of a court order establishing an estate and naming a legal representative of the estate that is authorized to act as a signer of the Account of the estate;
7. A certificate signed by the trustee of a trust, a court order, or a certified copy of the portion(s) of a trust instrument, that confirms the creation of the trust and the identity of the trustee, and provides authorization for the trustee to act as a signer for the Account of the trust;
8. A letter or memorandum from the Internal Revenue Service indicating that the entity is an organization described in Section 501(c)(3) of the Internal Revenue Code;
9. An original memorandum exhibiting the appropriate letterhead and containing the holographic signature of any one of the following: (a) the chief executive officer of a corporation or limited liability company; (b) the general partner of a partnership; (c) the owner of a sole proprietorship; or (d) the chief executive officer of a state or local government agency; or
10. If the entity Account Owner is unable to provide substantiation in any of the foregoing forms, the entity Account Owner may propose an alternate form of substantiation to the Plan administrator's designee for consideration. The Plan administrator's designee must review the alternate form of substantiation for authenticity and completeness and must accept or reject it.
  - ***If judged authentic and complete***, the Plan administrator's designee must act on the alternate form of substantiation within 30 business days of so determining.
  - ***If judged inauthentic or incomplete***, the Plan administrator's designee must notify the Account Owner of the rejection of the alternate form of substantiation and set forth the reason for such determination in writing within 30 business days of so determining.

**Please retain a copy of this notice with your records.**