

# REQUEST FOR SERVICE

# CHUBB®

Administrative Office:  
PO Box 506  
Keene NH 03431-0506  
Fax: 603-357-4532

### Complete this section for all requests

(Social Security #)	Insured Name (First, Middle, Last):	Employer Name:
(Certificate #)	Certificateholder Name (First, Middle, Last):	Employer ID #:
Phone Number:	Fax Number:	

### COMPLETE THE APPROPRIATE SECTION

**1. ADDRESS CHANGE:**

*If changing the address for two or more individuals to the same address, check all appropriate boxes.*

**ADDRESS CHANGE for:**  Insured  Certificateholder  Payor  Secondary Addressee

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City/State/ZIP Code)

Day Phone #: (\_\_\_\_\_) \_\_\_\_\_ Evening Phone #: (\_\_\_\_\_) \_\_\_\_\_

**2. NAME CHANGE (Legal Proof of Name Change is required):**

*To change the name of a Beneficiary or Assignee, use the beneficiary and assignment forms.*

Change name of:  Insured  Certificateholder  Payor  Secondary Addressee

From (*Former Name - Please Print*) \_\_\_\_\_

To (*New Name - Please Print*) \_\_\_\_\_

Reason for Change:  Marriage

Divorce or resumption of former name

Other \_\_\_\_\_

(Please sign on the reverse with your new name)

**3. REDUCTION IN BENEFITS:**

Cancel Certificate Number Above and Issue New Certificate with a Face Amount of \_\_\_\_\_

Cancel Accidental Death Rider

Cancel Waiver Provision

Cancel Children's Term Rider

Other \_\_\_\_\_

**4. SURRENDER OF CERTIFICATE:**

*Proceeds may be subject to federal and state income tax.*

Total Surrender (*may be subject to company imposed surrender penalties*)\* \$ \_\_\_\_\_

\*I Do  \*Do Not wish to have Federal Income Tax withheld from my proceeds.

**5. INCREASE/CORRECTION IN BENEFITS: Please complete and sign the attached application form(s). An increase in benefits is not guaranteed and is subject to underwriting approval.**

Add Rider

**6. REQUEST DUPLICATE CERTIFICATE:**

*Complete this section if original Certificate was lost.*

Please send me a Confirmation of Insurance Coverage.

Please send me a complete Duplicate Certificate.

**7. PREMIUM/BILLING CHANGES to billing method or premium amount:**  
*If selecting pre-authorized checking, complete the authorization in Section 10 and attach a voided check.*

New Premium Mode:                       Pre-authorized deductions from checking       Direct Bill  
 New Premium Frequency:               Monthly       Quarterly       Semi-annually       Annually

**8. AUTHORIZATION FOR DEDUCTIONS FROM CHECKING:**  
**Complete and sign this section only if you selected pre-authorized deductions from your checking account.**

I hereby authorize Combined Insurance Company of America to initiate premium deductions from my checking account. My bank is authorized to honor these drafts as if each were signed by me. This authorization shall remain in effect until revoked by me in writing and until my bank shall have received such notice. I agree that my bank shall be fully protected in honoring such draft. In order to stop payment I must notify my bank in writing at least three (3) business days prior to the scheduled payment date. I agree that if any such check be dishonored whether with or without cause, my bank shall be under no liability whatsoever even though such dishonor results in the forfeiture of insurance.

Name of Bank	Account Number	Draft Day
Bank Address	Signature of Depositor	Date
City, State, Zip Code	Attach "VOID" Sample Check	Combine with Certificate #

**9. OTHER CHANGES/COMMENTS: Complete this section to indicate any other contractual changes not covered elsewhere in this form except:**

- to change a Beneficiary or Assignee, use the beneficiary and assignment forms, or
- to transfer Certificateholder, use the Certificateholder change request.

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**SIGNATURES**

*Please refer to the signature instructions below.*

I understand and agree that the above change(s) shall be subject to all terms and conditions of the Contract. The current Certificateholder must sign for any change.

X Certificateholder	X Irrevocable Beneficiary/Assignee's Representative
Date	Date

**Spousal Consent for Community Property States:** If the Certificateholder is a resident of AZ, CA, ID, LA, NV, NM, TX, WA, or WI, spousal consent is required unless the participant has no legal spouse. Please note, that without the spousal signature (if applicable), we will not be able to process the request.

Spousal Signature	Date	<input type="checkbox"/> Certificateholder has no legal spouse.
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**Signature Requirements**

The Certificateholder's signature is required for all contractual changes. The Insured's signature is required on an application for increased coverage or change in Tobacco/Nicotine status if he or she is other than the Certificateholder and is not a minor. An irrevocable beneficiary's signature and assignee's signature are required for items 4 through 6. Always provide the date you signed the form.