



Policy Change requests can no longer include Ownership Changes

In order to **simplify processing** and **shorten turnaround times**, we will no longer accept policy change requests that modify the ownership of the policy in conjunction with other changes. Changing ownership on a policy is a separate transaction that must be completed before or after a policy change request. This will make clear which signatures are required when processing the policy change request, expediting the process. See the below chart for best practices.

If ...	Then ...
Conversion with Ownership Change	Use form O-2808 to request Ownership Change prior to submitting conversion request.
Exchange with Ownership Change	Use form O-2808 to request Ownership Change prior to submitting exchange request.
Conversion of Additional Insured or Child Riders with Ownership Change	Use form O-2808 to request Ownership Change after the new policy is placed in-force.
All other Policy Change requests with an Ownership Change	Use form O-2808 to request Ownership Change prior the Policy Change request.

Of course, once the Policy Change is completed, the policy owner may submit the Ownership Change (Form O-2808) request anytime thereafter.

Any questions please contact the Policy Change Department at 1-877-872-0757, Ext 32720.