


Insurance cancellation request and agreement for payment of cash surrender value

This form allows you to terminate your insurance coverage and request receipt of any remaining cash value.

Metropolitan Life Insurance Company

Things to know before you begin

- You will need the certificate number (*found on your bill, annual statement, or certificate*).
- Signatures from all owners are required, as applicable.

 If your request is received by 2:59 PM Central time, it will be processed the same day; otherwise it will be processed the next business day. Proceeds will be mailed to your address within 7 calendar days.

SECTION 1: Insured information *(Please print.)*

Insured - First name*	Middle name	Last name*
Certificate number*		

SECTION 2: Owner information *(Please print.)*

Owner- First name*	Middle name	Last name*
SSN*	Phone number	

**Required fields*

SECTION 3: Withholding election *(Please see Federal Income Tax withholding notice below.)*

- Do not withhold any portion of the amount payable for taxes. *(Connecticut residents are subject to mandatory state withholding on any taxable portion of the withdrawal.)*

Federal Income Tax withholding notice

Under current Federal income tax law, we are required to withhold 10% of the taxable portion of the cash surrender value withdrawn and pay it to the IRS unless you tell us in writing not to withhold any taxes from your payment. Additionally, some states require us to withhold state income tax if we withhold federal tax. You are responsible for paying income tax on the taxable portion of your payment, even if we do not withhold taxes. In making your decision about withholding taxes, you should consider that penalties under the estimated income tax rules may apply if your withholding and estimated income tax payments are not sufficient.

You may elect not to have withholding apply by completing the withholding election section above. Distributions from a non-Modified Endowment Contract (MEC) are generally non-taxable so long as they don't exceed cost basis. In the case of a MEC, loans and withdrawals are taxable to the extent of policy gain and a 10% penalty may apply if taken prior to age 59 ½.

SECTION 4: Authorization agreement & signatures *(All signatures must be written in ink. Names should be written as they appear on the certificate.)*

I request a full surrender and termination of the life insurance certificate identified above, and a full distribution of any cash surrender value. ***This surrender will include any employer-provided coverage, if applicable.*** I would like the cash surrender value, if any, to be paid as indicated below:

- A. Open a new Total Control Account® Option (TCA), available for surrender proceeds of \$5,000 or more. If you already have a TCA issued by the same company that issued the certificate you are surrendering and want your proceeds added to that TCA, please provide your account number _____
- B. Send me a check for the full amount of the surrender value if applicable. *(If the certificate is owned by more than one person, I understand that the check will be payable jointly to all owners.)*

I understand that if I do not check A or B above, I will receive my proceeds via a TCA, unless a check is required by state law, regulation or direction. I further understand that any cash surrender value distribution in excess of cost basis (*total premiums paid less previous tax-free withdrawals*), as well as any outstanding loans, may be subject to taxation.

Substitute form W-9 certification of Taxpayer Identification number

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number, and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and *(If you have been notified by the IRS that you are currently subject to backup withholding because of under reporting interest or dividends on your tax return, you must cross out and initial this item.)*
3. I am a U.S. citizen or other U.S. person, and
4. I am not subject to FATCA reporting because I am a U.S. person and the account is located within the United States. *(If you are not a U.S. Citizen or other U.S. person for tax purposes, please cross out the last two certifications and complete appropriate IRS documentation.)*

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Sign Here	Signature of Owner* <i>(If owner is not an individual, signature of authorized representative)</i>	Date* <i>(mm/dd/yyyy)</i>
Sign Here	Signature of Assignee <i>(This is only required if you have assigned your certificate)</i>	Date <i>(mm/dd/yyyy)</i>

**Required fields*

SECTION 5: How to submit this form

Return this form to MetLife by:

Mail:

Metropolitan Life Processing Center
P.O. Box 3867
Scranton, PA 18505-0867

Fax:

866-347-4483

Email:

MetLife_ExecLife@trustflows.com

We're here to help

Please don't hesitate to contact us if you have any questions. You can reach us at 800-756-0124, Monday through Friday, 7:00 a.m. to 7:00 p.m. Central time.

Providing you with security and confidence to manage your insurance proceeds — Total Control Account[®]

MetLife's Total Control Account[®] (TCA) can reduce the worry of having to make quick financial decisions. We pay the full amount owed to you by placing the proceeds from your life insurance request form into the TCA to provide you the time you need to best decide how to use your funds. TCA is comparable to an interest-bearing checking account, but it's so much more...

Benefits of your TCA:



Immediate access to funds

- Earn interest from day one
- Guaranteed minimum interest of 0.50%¹
- No need for a separate bank account



Simple and flexible

- Fee-free Visa debit card/ATM card
- Ability to link to popular payment apps/services such as PayPal[®], Venmo[®] or Square CashSM
- Transfer funds from your TCA at any time without fees through ACH and bank to bank wires



Valuable account features

- No monthly maintenance or service fees*
- No ATM fees or charges for writing drafts, reordering drafts or making withdrawals

* Special services fees may apply only for the following: draft copies (\$2), stop payment of drafts (\$10), overdrawn TCA (\$15), and overnight delivery service (\$25.)



Ongoing support and service

- Dedicated US-based customer service team
- View current balances, recent statements and transactions any time via our online portal

Easy to set up and manage:

STEP 1 Submit your request and receive proceeds

Once your request is approved, MetLife will place the insurance proceeds into the new TCA account and send out an informational TCA Welcome Kit immediately.

STEP 2 Access funds easily

Access your insurance proceeds immediately through either the TCA Visa debit card or by writing a draft. You can use your TCA debit card at the ATM, with PayPal, Venmo or Square Cash. With your TCA debit card, there's no minimum transaction amount and any fees you incur using your TCA debit card are credited right back to your account! If you prefer drafts, you can access your funds in any amount of \$250² or more. You can use your TCA account to pay your bills online or by phone and even set up recurring payments for things like your mortgage, car payment, gym membership and more!

STEP 3 Manage your account

Receive monthly account statements³. You can also designate a beneficiary for your new TCA account, as well.

Other important information

- You can use a single draft to access the entire amount, including interest, in the TCA at any time or several drafts for smaller amounts (*as little as \$250*). There are no limits on the number of drafts you can write. Processing time is similar to check processing.
- Subject to state law, and/or group policyholder direction, the Total Control Account is provided for all Life and AD&D benefits of \$5,000 or more. The assets backing TCAs are maintained in MetLife's general account and are subject to MetLife's creditors. MetLife bears the investment risk of the assets backing the TCAs and expects to receive a profit. Regardless of the investment experience of such assets, the interest credited to the Total Control Account will never fall below the guaranteed minimum rate on your welcome guide.
- While your TCA is similar to a checking account, it is a draft account not a bank account. Your Total Control Account is backed by the financial strength of MetLife. While the funds in your account are not insured by the Federal Deposit Insurance Corporation, they are guaranteed by your state insurance guaranty association. The coverage limits vary by state. Please contact the National Organization of Life and Health Insurance Guaranty Associations (www.NOLHGA.com or 703-481-5206) to learn more. **FOR FURTHER INFORMATION, PLEASE CONTACT YOUR STATE DEPARTMENT OF INSURANCE.**
- The interest rate on your account is set weekly and will always be the greater of the guaranteed rate stated in your TCA package, or the rate established by one of two indices monitored by MetLife. We calculate interest daily and compound it, so you earn interest on your interest. The interest is added to your account monthly.
- The interest earned may be taxable.
- If there is no activity on your account for a period of time (typically three years, but this may vary by state), state regulations may require that we contact you at the address we have on file. If we aren't able to reach you, we may be required to close your account and transfer the funds to the state.
- A beneficiary may be designated if no designation has previously been made.
- We may limit or suspend your access to the funds in your account if we suspect fraud or if there was an error in opening your account.
- We use the services of The Bank of New York Mellon, 701 Market Street, Philadelphia, PA 19106, for Total Control Account recordkeeping and draft clearing.
- You may move all or a portion of your Account balance into any other settlement option for which you then qualify, provided your Account balance is above the \$250 minimum balance requirement.
- A TCA generally is not available if the proceeds are less than \$5,000, you reside in a foreign country, or if the applicant is a corporation or similar entity.
- We may receive investment earnings from operating the Total Control Account. The performance results of any investments we make do not affect the interest rate we pay you.
- We recommend you consult a tax, investment, or other financial advisor regarding tax liability and investment options.
- To learn more about TCA, please call us at 800-638-7283 or write us at Metropolitan Life Insurance Company, Total Control Account, PO Box 6300, Scranton, PA 18505-6300.

¹Refer to your Customer Agreement for more details.

²Processing time is similar to check processing.

³If your account has no activity, we'll send you a statement once every three months. Each statement, whether monthly or quarterly, will include the current account balance, the interest credited, any drafts written, and any other account activity.

MetLife Services and Solutions, LLC provides administrative services for Total Control Accounts (TCAs), Guaranteed Interest Certificates (GICs), and Minor on Deposit Accounts (MODAs) established in connection with policies issued by Metropolitan Life Insurance Company (MLIC), certain of MLIC's insurance company affiliates, and certain non-affiliates.