

News

[Skip to content](#)

## Managing your beneficiaries

### How do I update my beneficiary information?

1. On the My Summary page, click “My profile” then “Beneficiaries.” The new Beneficiaries page provides access to add, update or delete beneficiaries as well as a link to designate beneficiary percentages.
2. To create a new beneficiary entry click “Add a beneficiary.”
  - Enter the new beneficiary’s details then click the “Save” button. Please note, fields with a red asterisk are required.
3. To edit a beneficiary, click the green circle with the plus sign inside. Edit the desired fields on the record, and then click the “Save” button.
4. To delete a beneficiary, while editing the record, click the “Delete” button. Note that only unassigned beneficiaries can be deleted.
5. To set or manage Beneficiary designations, click the “Beneficiary designations” button.
  - Select the plan or account you wish to modify then click “Change beneficiary designation.”
    - You may also apply one account’s beneficiary designations across the plan or individually by using the copy feature.
  - To add a beneficiary, click the “Add beneficiary designation,” then select the person to add from the dropdown. Set Primary or Contingent, enter a percentage and click the “Add” button.
  - To modify a designation, click the “Update” link to change the beneficiary type and percentage. When complete click the “Save” button.
  - To remove a beneficiary designation, click the “Remove” link.
6. To review your beneficiary designations, click the plan you wish to confirm then select the Beneficiary tab. Changes made online are immediately available.

### Will VALIC mail a confirmation of the updated beneficiary designation to me?

Yes, VALIC will mail a confirmation letter to your address of record when a beneficiary is updated. Additionally, beneficiary updates will appear on your next quarterly statement.

Copyright © The Variable Annuity Life Insurance Company. All rights reserved.  
Last Updated Date 08.27.15  
Important Notice about Purchasing an Annuity From Us

To help the government fight the funding of terrorism and money-laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each person who purchases certain annuity products. What this means for you: When

you purchase certain annuity products from us, we will ask for your name, address, date of birth and other information that will allow us to identify you. We may ask to see your driver's license or other identifying documents.

Securities and investment advisory services are offered by VALIC Financial Advisors, Inc., member FINRA, SIPC and an SEC-registered investment advisor. Annuities issued by the Variable Annuity Life Insurance Company. Variable annuities distributed by its affiliate, AIG Capital Services, Inc. member FINRA.

VALIC represents The Variable Annuity Life Insurance Company and its subsidiaries, VALIC Financial Advisors, Inc. and VALIC Retirement Services Company.

This information is general in nature and may be subject to change. Neither VALIC nor its financial advisors or other representatives give legal or tax advice. Applicable laws and regulations are complex and subject to change. Any tax statements in this material are not intended to suggest the avoidance of U.S. federal, state or local tax penalties. For legal or tax advice concerning your situation, consult your attorney or professional tax advisor.

[www.valic.com](http://www.valic.com)