**PROCEDURE: Change Authorized Signers**

**Review Date: April 2016**

To add or remove Authorized Plan Signer contacts after the initial plan implementation, please complete the Authorized Signer Add/Change Request form and return to plandocgroup@metlife.com.

**Part I of form: Add new authorized plan signer(s)**

* Include a physical signature of authorized signer to be added.
* Include all contact information for the new authorized signer.
* Include level of authority
  + The default will be All and will display on the Plan Service Center/PartnerLink as Authorized Signer (SIG).
  + To designate a Plan Level Authorized Signer write in PLAN beside All. The Plan Level authorized signer will be set up as SPL and SIG on the Record Keeping system. The SPL code is for MetLife purposes only and will display as Plan Level Authorized Signer on Plan Service Center/PartnerLink .

**Part II of the form: Remove existing authorized plan signer(s)**

* Include the name of the authorized signer to be removed.

**Part III of form. PSC Client Administration Agreement**

* Approval of an Authorized Plan Contact other than those listed in the add/remove section must be provided one of the options presented.
* Authorized plan Contact to forward completed form to MetLife plandocgroup@metlife.com.

**Process:**

* MetLife will review and confirm the request.
* MetLife will forward the completed form to the MetHome Account Management team at [methome@retirementpartner.com](mailto:methome@retirementpartner.com)
* MetHome will image the form for long term storage and reference.
* MetHome will add or remove the authorized signer(s) in the ISIS recordkeeping system Contact Servicer screen (SIG or SIG and SPL contact).
* If authorized signers are set up by division, complete a new authorized signer form for the division that has the change. If multiple divisions, a separate form is required for each division.