



**Accumulated Retirement Account (ARA) Group Annuity  
Third Party Administrator (TPA) Change Request  
John Hancock Life Insurance Company of New York**  
*(hereinafter referred to as John Hancock New York or The Company)*

Contractholder name <b>The Trustees of</b>	Contract number <b>Plan (the "Plan")</b>
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**Section A - Current TPA Information**

Name of current TPA
Address of current TPA - Street, City / Town, State and Zip code

**Section B - New TPA Information**

I hereby direct and authorize John Hancock Life Insurance Company of New York ("John Hancock New York") to change the TPA firm named above to the following TPA for the above contract. Unless otherwise directed, the new TPA Firm listed below will be granted the same website access privileges that are currently in place for your contract. To review the current access privileges assigned visit the Plan Sponsor website under the manage profile section.

Name of new TPA		
Address of new TPA - Street, City / Town, State and Zip code		
TPA Contact Name	Phone number	Fax number

Effective date of change	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; border: 1px solid black; text-align: center;">Month</td> <td style="width:33%; border: 1px solid black; text-align: center;">Day</td> <td style="width:33%; border: 1px solid black; text-align: center;">Year</td> </tr> </table>	Month	Day	Year	Effective date can be a future date only. If left blank, effective date will be the date the form is received by John Hancock New York.
Month	Day	Year			

**Section C - Fees**

If left blank, current TPA fee schedule will apply to the new TPA.  
Select a Fee Option  
 No Fees (current TPA fee schedule should be removed and no new fees apply)  
 New/Change Fees (Complete Section D below )

**Section D - TPA Service and Standing Loan Fees**

As trustee(s) of the Plan named above ("The Plan"), I hereby direct and authorize John Hancock Life Insurance Company of New York ("John Hancock New York") to pay the following TPA Fees to the new TPA named above:

Check the applicable box(es) below.

Total Annualized TPA Charge of   % .

A \$   charge per month per participant.  
(Maximum \$5.00 per month per participant)

A TPA standing loan fee in the amount of \$   (to a maximum of \$250.00) for each loan issued under the contract.  
This fee will be deducted after the loan amount is deducted.

**Section E - Authorization**

I understand that payment of the above fee(s) may be changed or terminated only upon receipt of written notification from the undersigned or an authorized plan representative.

With respect to the fees authorized above, I acknowledge that the following conditions apply:

1. The effective date of this authorization will be the date that the appointment of the TPA named on page 1 becomes effective or the date that this form, duly and properly completed is received by John Hancock New York, whichever is later.
2. A confirmation of all fees paid will be sent to the TPA and Trustee each month.
3. Service Fees: These fees will be deducted from Contract Assets in accordance with instructions above.
4. Standing Loan Fee:
  - a. The fee is one time charge for each loan issued under the contract.
  - b. The same fee will be applicable to all loans issued within the contract, unless waived or if John Hancock New York is otherwise notified.
  - c. This fee will be paid to the TPA as part of the monthly charges deducted.
  - d. This fee will be specified on participant statements.

By signing below, I hereby direct John Hancock New York to make the changes requested above and if applicable, to pay to the TPA designated above the referenced fee(s). I understand and agree that these fees will be deducted from the participants' accounts and held in John Hancock New York's general business account until paid to the TPA. I hereby represent that these fees are authorized under the terms of the Plan and that, in my fiduciary capacity, I have determined that these fees are reasonable. I further certify that the payments to the TPA designated above of the TPA service fees and the standing loan fee by John Hancock New York is not a prohibited transaction under the Employee Retirement Income Security Act or the Internal Revenue Code. Unless otherwise directed, the new TPA Firm listed on this form will be granted the same website access privileges that are currently in place for your contract. I hereby agree to indemnify and hold harmless John Hancock New York, its affiliates, agents, and employees for any loss, damage, liability, penalty, or tax that such parties may incur if any such payment is deemed to give rise to one or more such prohibited transactions or for implementing the instructions on this form.

Signature of trustee or authorized named fiduciary	Name	Date
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