

**LINCOLN MEMORIAL LIFE INSURANCE COMPANY
MEMORIAL SERVICE LIFE INSURANCE COMPANY
NATIONAL PREARRANGED SERVICES INC.
IN RECEIVERSHIP**

**DONNA J. GARRETT
SPECIAL DEPUTY RECEIVER
P.O. Box 160050
AUSTIN, TX 78716**

To: Missouri Funeral Service Providers

From: Donna J. Garrett, SDR, in her capacity as third party administrator for the National Organization of Life and Health Insurance Guaranty Associations

Re: Instructions for completing *Release, Subrogation, Assignment and Indemnity Agreement* and *W-9* form

This notice is to provide you instructions for obtaining prompt payment on any claims for funeral services that you have submitted in proper form to the SDR. In order to receive payment, you must complete and sign the attached *Release, Subrogation, Assignment and Indemnity Agreement* ("Agreement") and *W-9* form. You should return the original signed Agreement and W9 to the SDR by mail. Only one properly completed W-9 is required to be on file in order to receive claim payment. If you previously submitted a W-9 and have received payment an additional W-9 is not required at this time. In order to expedite payment, in addition to mailing the original documents, you may fax or email copies to the contact location on this letter.

As you were previously informed, according to the court-approved Liquidation Plan concerning Lincoln Memorial Life Insurance Company, Memorial Service Life Insurance Company and National Prearranged Services, the state guaranty association providing coverage for your claim may require that you as payee and policy/contract owner, beneficiary, and/or the insured assign, in writing, to that guaranty association your rights and causes of action relating to the policy as a condition of receiving payment of your claim. This assignment is to the extent of the claim paid by the guaranty association. In order to expedite the payment of claims the Missouri Life & Health Insurance Guaranty Association ("Association") has agreed that in lieu of obtaining signatures from the legal representative of each insured for each pending funeral service claim, the Association will accept an indemnification from the funeral service provider against any claims made on behalf of the insured. The attached Agreement includes the indemnification provision required by the Association. Upon receipt of the Agreement signed by the funeral service provider, the SDR will issue payment as soon as possible. You may return the signed Agreement by mail, fax, or email to:

**Lincoln Memorial/Memorial Service
Claims Department
P O Box 160050
Austin, TX 78716**

Fax: 512-328-0072 or Email: claims@LincolnMemorialLife.com

The Association expressly reserves the right, at its sole discretion, to require the execution of a release and assignment from the legal representative of each insured regardless of when the funeral service claim is filed if it becomes aware of facts indicating that the payee and/or the amount of the payment is challenged.

We appreciate your patience. We are making every effort to expedite payment while following the required court procedures. Please contact a Customer Service Representative at 1 800-334-3851 if you have any questions about this information.