

Mutual Fund Asset Conversion Form

VALIC Retirement Services Company

Group ID# 03354008

1. CLIENT INFORMATION

SSN or Tax ID: \_\_\_\_\_ Name (First, Middle, Last): \_\_\_\_\_

Phone Numbers: (1) (\_\_\_\_\_) \_\_\_\_\_ (2) (\_\_\_\_\_) \_\_\_\_\_

2. CLIENT AUTHORIZATION

By signing this form, I authorize VALIC Retirement Services Company to request the surrender of my contract(s) or certificate(s) issued by The Variable Annuity Life Insurance Company and transfer the proceeds into the new investment options established with Trustee/Custodian and administered by VALIC Retirement Services Company. I also acknowledge that I am aware of the conversion process as outlined below.

- This form must be returned to VALIC Retirement Services Company.
My account(s) transferring to the new investment options will be surrendered as soon as administratively possible following VALIC's receipt of this form in good order.
Any surrender charges under my contract(s) or certificate(s) will be waived by The Variable Annuity Life Insurance Company for this one-time transfer of proceeds into the new investment options.
All assets converted to the new investment options will be subject to the rules and regulations of the plan and as set forth under the Employee Retirement Income Security Act of 1974 (ERISA), if applicable. I have read the attached information about ERISA as applicable to my plan.
I acknowledge that all amounts converted will maintain the same contribution classification (e.g., Elective Deferral, Employer Matching Contribution, and Employer Basic Contribution).
All accounts eligible to convert will be deposited according to the attached mapping schedule on the conversion date.
If I currently have an outstanding or defaulted loan, I will need to pay off my loan prior to surrendering my contract(s) or certificate(s). After I have repaid my loan, I may surrender my contract(s) or certificate(s) and transfer the proceeds into the new investment options by submitting a new asset conversion form.
I have been provided and have reviewed materials regarding both the new and existing investment products.
I understand that once I transfer my account balances to the mutual fund investment platform, I cannot transfer my account balances back to the annuity investment platform.

Client Signature

Date

Please fax completed forms to 1-877-202-0187 or mail to the address below for processing:

VALIC Document Control
P.O. Box 15648
Amarillo, TX 791 05-5648

If overnight delivery: VALIC Retirement Services Company
2271 S.E. 27th Avenue
Amarillo, Texas 79103

Questions about this form may be directed to 1-800-448-2542, Monday through Friday, 7 a.m. – 8 p.m. Central Time.

**QUALIFIED JOINT AND SURVIVOR ANNUITY AND QUALIFIED ANNUITY BENEFIT: FOR ERISA PLANS ONLY**

This notice should be provided to you at least 30 days, but no more than 180 days, before your proposed distribution date.

If you are married, your retirement plan distributions will be paid to you in the form of a Qualified Joint and Survivor Annuity (“QJSA”) unless you elect a different form of distribution. Under your QJSA, if your spouse survives you, the plan will pay him or her at least 50% of the amount the plan had been paying to you, on the same frequency as the payments to you. If you are not married, your benefit will be paid monthly over your life and will end upon your death unless you elect a different form of distribution. This benefit is referred to as a Qualified Annuity Benefit (“QAB”).

The plan may satisfy the QJSA or QAB by using your vested account balance to purchase an annuity contract from an insurance company. The actual monthly payments made under the annuity contract will depend on the value of your account balance, annuity purchase rates used by the insurance company, your age, and if you are married, your spouse’s age at the time the distribution begins.

The following table reflects the relative values of monthly payments from a Joint and Survivor Annuity and a Life Annuity, assuming a vested account balance of \$5,000 and an interest rate of 6%. This table is based on the Annuity 2000 Mortality tables. **The table is hypothetical and does not reflect the value of your individual benefit or the actual payments you or your beneficiaries would receive.**

Please note that as the ages change, the payment amount will change. If none of the examples closely approximates your situation, you may obtain a more accurate value specific to your situation from your plan administrator or from your financial advisor.

**Age at Benefit Starting Date**

Annuitant	70	65	60	55	50	45	40	35
Spouse	65	70	55	60	45	50	35	40

**Monthly Payment**

Annuitant Life Only	39.62	35.35	32.38	30.27	28.75	27.61	26.76	26.13
Joint and 50% Survivor	35.47	33.65	30.21	29.26	27.53	26.99	26.07	25.76
Joint and 75% Survivor	33.71	32.86	29.23	28.78	26.95	26.70	25.73	25.58

This QJSA or QAB requirement may not apply to smaller account balances (generally below \$5,000) and will not apply if you have elected another form of benefit. A partial withdrawal would be considered another form of benefit for this purpose. Other alternate forms of benefits that may be available under your employer’s plan and under your plan investments may include:

**Annuity**

An annuity can provide you with payments for your life or for your life and that of your beneficiary; payments for a specified period; payments for your lifetime with a minimum guaranteed period; or a continuation of payments to your surviving spouse that is different from the plan’s percentage of the payments made to you. Generally, the more that the form of payment guarantees, such as a minimum period of payments, or payments to your surviving spouse or to another beneficiary, the more that specified benefit amount will cost. There are IRS rules that may limit the period during which payments may be made.

**Lump Sum Distribution**

If you elect a lump sum distribution, your benefit will be paid to you in one payment. The amount of your benefit is the vested portion of your account balance as of the valuation date used to calculate your distribution.

**Installments**

If you elect to receive your benefits in installments, you may specify the dollar amount and frequency of your payments. The period of time over which you receive these installments cannot be greater than your life expectancy or the joint life and last survivor expectancy of you and your designated beneficiary. There are other IRS rules that may further limit the period over which you receive payments.

In order to elect one of these alternative forms of benefits you must waive your right to the QJSA or QAB, and if you are married, your spouse must also consent in writing. In addition, this written consent must be witnessed by a Notary Public or by your Plan Administrator. You are entitled to 30 days (but no more than 180 days) within which to make this decision. Although you have at least 30 days to make this decision, under some circumstances, you may waive this minimum 30-day period, and if you submit a waiver of the QJSA or QAB less than 30 days after it is signed we will assume that you are waiving this notice period. Unless a waiver of the QJSA or QAB is made irrevocably, you have the right to revoke the waiver and execute another waiver at a later time, up to the time when the benefit payments have started. You also have the right to defer receiving a distribution, subject to the terms of your employer’s plan as well as legal requirements that generally require distributions to commence upon the later of attainment of age 70½ or retirement.

The investment options available to you, the right to change investment options, and the fees imposed under the investment options will not be affected by your decision to defer distributions.

Please fax this form to 1-877-202-0187 or mail to the address below for processing:

VALIC Document Control  
P.O. Box 15648  
Amarillo, TX 79105-5648

Overnight delivery:

VALIC Retirement Services Company  
2271 S.E. 27th Avenue  
Amarillo, Texas 79103

Call 1-800-448-2542 for assistance

## The Duke University Savings for Retirement Plan Mapping Schedule

### CURRENT INVESTMENT FOR PORTFOLIO DIRECTOR FIXED & VARIABLE ANNUITY

### VALIC INVESTMENT OPTIONS

#### International Equity

International Equities Fund  
Foreign Value Fund (Franklin Templeton)  
Global Equity Fund (BlackRock)  
International Growth I (Invesco/MFS/AmCent)  
International Small Cap Equity

#### Specialty

Science & Technology Fund (T. Rowe/Wellington/RCM)  
Health Sciences Fund (T. Rowe)

#### Small Cap

Small Mid Growth Fund (Evergreen)  
Small Cap Aggressive Growth Fund (Wells Capital Mgmt)  
Small Cap Growth Fund (JPMorgan)  
Small Cap Fund (T. Rowe/Invesco/Bridgeway)  
Small Cap Value Fund (JPMorgan/MetWest/SunAmerica)  
Small Cap Special Value Fund (Evergreen/Dreman)  
Ariel Fund

#### Mid Cap

Mid Cap Strategic Growth Fund (Morgan Stanley/Pine)  
Mid Cap Growth Fund (Invesco)  
Ariel Appreciation  
Mid Cap Value Fund (Wellington/First American)

#### Domestic Large Cap

Large Capital Growth Fund (Invesco/SunAmerica)  
Growth (American Century)  
Capital Appreciation Fund (Bridgeway)  
Large Cap Core Bond (Evergreen)  
Core Equity Fund (BlackRock)  
Blue Chip Growth Fund (T. Rowe)  
Lou Holland Growth  
Large Cap Value Fund (Boston Co/Perkins)  
Growth & Income Fund (SAAMCO)  
Dividend Value Fund (BlackRock/SunAmerica)  
Vanguard Windsor II  
Broad Cap Value Income Fund (Barrow Hanley)  
Value Fund (Oppenheimer)

#### Socially Responsible

Global Social Awareness Fund  
Socially Responsible Fund

#### Index

Small Cap Index Fund  
Mid Cap Index Fund  
Stock Index Fund  
Nasdaq-100 Index Fund

#### International Equity

American Funds EuroPacific Gr R4  
American Funds EuroPacific Gr R4  
American Funds EuroPacific Gr R4  
American Funds EuroPacific Gr R4  
American Funds EuroPacific Gr R4

#### Specialty

Vanguard 500 Index Signal  
Vanguard 500 Index Signal

#### Small Cap

Janus Triton T  
Janus Triton T  
Janus Triton T  
Dreyfus Sm Cap Stk Indx  
Dreyfus Sm Cap Stk Indx  
Dreyfus Sm Cap Stk Indx  
Dreyfus Sm Cap Stk Indx

#### Mid Cap

Vanguard Mid Cap Index Signal  
Vanguard Mid Cap Index Signal  
Vanguard Mid Cap Index Signal  
Vanguard Mid Cap Index Signal

#### Domestic Large Cap

Amer Funds Amcap R4  
Amer Funds Amcap R4  
Amer Funds Amcap R4  
Vanguard 500 Index Signal  
Vanguard 500 Index Signal  
Amer Funds Amcap R4  
Amer Funds Amcap R4  
RidgeWorth Lg Cap Value Eq I  
Vanguard 500 Index Signal  
RidgeWorth Lg Cap Value Eq I  
RidgeWorth Lg Cap Value Eq I  
RidgeWorth Lg Cap Value Eq I  
RidgeWorth Lg Cap Value Eq I

#### Socially Responsible

American Funds EuroPacific Gr R4  
Vanguard 500 Index Signal

#### Index

Dreyfus Sm Cap Stk Indx  
Vanguard Mid Cap Index Signal  
Vanguard 500 Index Signal  
Vanguard 500 Index Signal

## The Duke University Savings for Retirement Plan Mapping Schedule

### CURRENT INVESTMENT FOR PORTFOLIO DIRECTOR FIXED & VARIABLE ANNUITY

### VALIC INVESTMENT OPTIONS

#### Lifestyle

Aggressive Growth Lifestyle Fund  
 Moderate Growth Lifestyle Fund  
 Conservative Growth Lifestyle Fund  
 Vanguard LifeStrategy Growth  
 Vanguard LifeStrategy Moderate Growth  
 Vanguard LifeStrategy Conservative Growth

#### Balanced

Asset Allocation Fund  
 Global Strategy Fund (Franklin Templeton)  
 Vanguard Wellington  
 Non-US Govt Bonds  
 International Government Bond Fund

#### Corporate Bonds

Capital Conservation Fund  
 Vanguard L/T Investment Grade  
 High Yield Bond (Wellington)  
 Core Bond  
 Strategic Bond

#### Government Bonds

Government Securities  
 Vanguard Long-Term Treasury  
 Money Market  
 Money Market I  
 Money Market II

#### Lifestyle

T. Rowe Price Retirement 2025  
 T. Rowe Price Retirement 2015  
 T. Rowe Price Retirement Inc  
 T. Rowe Price Retirement 2025  
 T. Rowe Price Retirement 2015  
 T. Rowe Price Retirement Inc

#### Balanced

Columbia Balanced Z  
 Columbia Balanced Z  
 Columbia Balanced Z  
 Non-US Govt Bonds  
 PIMCO Total Ret Instl

#### Corporate Bonds

PIMCO Total Ret Instl  
 PIMCO Total Ret Instl  
 PIMCO Total Ret Instl  
 PIMCO Total Ret Instl  
 PIMCO Total Ret Instl

#### Government Bonds

AmCent Inf-Adj Bd Instl  
 AmCent Inf-Adj Bd Instl  
 Money Market<sup>1</sup>  
 Fixed-Interest Option  
 Fixed-Interest Option

For more complete information about Portfolio Director, including fees, charges, expenses and contract limitations, visit [www.valic.com](http://www.valic.com) or call 1-800-448-2542 and follow the prompts to obtain a prospectus. Applicable to Policy Forms UIT-194, UITG-194 and UITG-194P.

The service provider is VALIC Retirement Services Company. For more complete information about mutual funds, please call 1-800-448-2542 for a prospectus. Please read the prospectus(es) carefully before investing or sending money.

Annuity contracts are issued by The Variable Annuity Life Insurance Company. Annuities and mutual funds offered by VALIC are distributed by its affiliate, American General Distributors, Inc., 2929 Allen Parkway, Houston, Texas 77019, member FINRA.