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**MEMORANDUM**

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**TO:** VBA PUBLICATIONS CONTROL OFFICER  
**FROM:** DANIEL G ELLIS, VA LIFE INSURANCE CENTER  
**SUBJECT:** NON-SUB CHANGE FOR APPLICATION FOR CASH SURRENDER OR POLICY LOAN  
GOVERNMENT LIFE INSURANCE  
**DATE:** JULY 8, 2022

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Due to the direct deposit mandate, and how VA Insurance applies it to how it does business, we need to update the form to remove the option to request a paper check.

Please make the following changes to the 29-1546. Both sides should be updated as follows:

- Item 11. Change the title of the section to “Payment Information”
- Remove the three check boxes on the left side:
  - o By check
  - o Address shown in item 3
  - o Temporary address
  
- Remove check box on right side “by Direct Deposit” but keep the info from the box. Also add, “This will not change the deposit on VA Compensation or Pension payments.”
  
- Remove boxes D and E. See attached and pic below for what it should look like on both pages.

These modifications will not change any previous calculations. Therefore, this is a non-substantial change.

Thank you