



# Structured Settlement Underwriting & Quoting Guidelines

## USAA Life Insurance Company Underwriting & Quoting Guidelines for Structured Settlements Effective September 1, 2025

### Case Guidelines – Qualified assignments

1. Minimum Case Size: \$50,000 per annuitant
2. **Maximum Case Size\*: \$2,000,000**
3. Small Case Policy Fee: amount and threshold may vary with rate series
4. Assignment Fee: \$0
5. Rate Guarantee Period: Up to 180 days from quote date. (Hypothetical quotes are not guaranteed)
6. Maximum Issue Age: 90 years
7. Maximum Attained Age: 95 (note: not in software)
8. Single lump sums are accepted
9. **Maximum Deferral Period\*: 20 years. At least one benefit must start within 20 years from issue**
10. **Maximum Certain/Guarantee Period\*: 40 years**
11. **Maximum COLA: 3% (must be a whole number, ex. 2% not 2.5%)**
12. **Minimum Case Duration: 3 years**
13. Maximum Rated Age a Life Contingent Benefit can start: 90 years
14. **Maximum Lump Sum Benefit\*: \$1,000,000**
15. Modal payment periods include monthly, quarterly, semi-annual, and annual periods
16. Minimum Modal Payment: \$50
17. Minimum Number of Period Certain Benefits: 4 modal payments. Structures with 1 to 3 benefit payments should be set up as a series of lump sum benefits.
18. Only life annuities may be paid Jointly, not period certain or lump sum payments.
19. Negative returns are allowed

**\*Exception requests should be sent to [QUOTESUPPORT@USAA.COM](mailto:QUOTESUPPORT@USAA.COM)**

### Temporary Life Annuities

- 1) USAA Life does not currently offer a temporary life annuity

### Nonqualified Assignments

- 1) USAA Life does not currently write nonqualified structured settlements

### Unassigned Structures

- 1) USAA Life does not currently write unassigned structured settlements



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### Attorney's Fees

- 1) Attorney fee payees must be labeled "Attorney" on the QIB quote. This is done by selecting "Edit Claimant" and then checking the attorney box.
- 2) USAA Life will write attorney's fees, including stand alone, so long as the underlying claim qualifies under 104(a)1 or 104(a)2.
- 3) Any form of payment otherwise available on a qualified assignment can be used in an attorney fee.
- 4) Must use USAA's attorney's fees QAR, signed by underlying claimant
- 5) Payment can be made to attorney or legal entity
- 6) If payment is made to legal entity, beneficiary must also be the legal entity, and cannot be changed
- 7) USAA Life hold harmless letter must be signed by attorney
- 8) Please include industry standard convenience language in the settlement agreement
- 9) Rated ages will not be provided on attorney's fees.
- 10) Joint and Survivor annuities must be supported by documentary evidence that both annuitants had contingent fee arrangements and/or provided legal services

### Medical Malpractice

- 1) All guidelines applicable to general injury apply to Medical Malpractice

### Worker's Compensation

- 1) USAA Life will not provide rated ages for Worker's Compensation
- 2) All other guidelines applicable to general injury apply to Worker's Compensation
- 3) USAA Life does not offer a temporary life benefit
- 4) Assignor cannot be beneficiary
- 5) No remarriage rider

### Instructions on Rated Age Requests

To receive a rated age for a general liability or medical malpractice case, send the medical reports to [RATEDAGE@USAA.COM](mailto:RATEDAGE@USAA.COM) and state the type of claim in your request for a rated age. A rated age will be provided, usually in 2 business days, which will be valid for 6 months. Rated age certificates must be included with quotes when submitted to Quote Support for lock or to Structure Issue.

Rated ages will not be provided for attorney fees or for worker's compensation claims.



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### New York

- 1) USAA Life will accept cases with Assignors located in New York and/or annuitants in New York if the case does not require approval by a New York court or worker's compensation commission.
- 2) USAA Life does not currently write structures from its New York legal entity.

### Citizenship & Payment Method

1. All annuitants must have a SSN or US TIN for policy issuance and to receive payments.
2. Resident non-citizens will need to provide Country of Citizenship on the application and Alien Registration Number.
3. Non-resident non-citizens will need to provide Passport number, issue date, expiration date, and issuing authority.
4. Payments can be made by check within the United States regardless of citizenship.
5. Payments can be made by check overseas to US citizens.
6. Payments cannot be made by check overseas to non-citizens. Payment can only be made via EFT to a US bank.
7. If the annuitant is a Cuban national, we must have a copy of the alien registration card and proof of US residency. Please refer to and/or request the educational sheet titled USAA Life Structured Settlements - Cuban Nationals Requirements.

### Release of Payments

1. USAA Life will only begin payments to annuitants with an issued policy.
2. Payments in arrears, if any, will be immediately released upon issuance of policy.
3. All annuitants and/or payees must have a SSN, ITIN or TIN. This includes FBO payees and trusts.

### Beneficiaries

1. Beneficiary will default to estate if beneficiary not defined
2. For minors, a beneficiary other than estate must be identified in court order or court approved settlement agreement
3. For attorney fees payable to the firm, beneficiary must be the firm, and cannot be changed
4. The Assignor cannot be the beneficiary
5. Irrevocable beneficiaries are acceptable
6. No proof of age required for beneficiary
7. No requirement to be US Citizen
8. Benefit streams cannot be assigned to a distinct beneficiary



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9. Contracts can be split on a percentage basis to multiple beneficiaries
10. Annuitant can request in writing that no commutation of benefits be offered
11. A social security number or TIN is not required for the beneficiary at the time of issuance or change of beneficiary but must be supplied to receive a distribution from a death claim.

### Requirements for Trusts

- 1) We must have the entire executed trust agreement
- 2) If trust can terminate during life of annuitant, SAR and Court Order (if applicable) must state course of action with regards to payment in event trust is terminated during lifetime of annuitant. Please refer to and/or request the educational sheet titled USAA Life Structured Settlements Trust Requirements.
- 3) If direct deposit is chosen, bank account must be in name of trust

### Payable To

- 1) For a payee receiving payment for benefit of the Annuitant, we must have a SSN, ITIN or TIN and date of birth
- 2) Documents should clearly reflect which payments are payable to the payee for benefit of the Annuitant and which payments are payable directly to the Annuitant
- 3) If direct deposit is chosen, bank account must be set up as either a custodial bank account for the Annuitant or with the Annuitant listed as an account holder
- 4) Proof of Guardianship or Conservatorship is required when payee is a Legal Guardian or Conservator

### Commutation

1. USAA Life's contract allows Assignment company to offer commutation of death benefits to estate / beneficiaries
2. Commutation is present value of remaining guaranteed payments at contract interest rate + 100 basis points
3. No language is required in settlement agreement or court order, Please refer to and/or request the educational sheet titled USAA Life Structured Settlements Commutation Overview
4. Prior to policy issuance, settling parties can request in writing that no commutation of benefits be provided



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5. Prior to policy issuance, settling parties can request in writing that only a commuted value be offered

### To access USAA QIB software and rates

1. Send an email to [STRUCTURE@USAA.COM](mailto:STRUCTURE@USAA.COM) to request user access to USAA QIB.
2. Once USAA QIB invitation is received, click BOX link to download and install QIB.
3. To update rates, go to Tools, Web Rate Update in QIB. Your username and password will both be "usaaqib".

### Instructions on quoting with QIB

1. All quotes must be through the assignment company, USAA Annuity Services Corporation. Owner state will show as Delaware automatically in QIB when assignment is chosen.
2. All quotes must have used the most current rate series available when created. The issuance of a new rate series does not invalidate a prior valid quote. All custom quotes will be completed using the most current rate series.
3. Lock Letters must be submitted to Quote Support on or prior to the quote expiration date.
4. Hypothetical quotes are not acceptable for issuing a contract.
5. Quotes must have matching Quote Dates (upper right of page) and run dates (bottom center) to be valid.

### Quote lock guidelines and procedures

1. USAA locks quotes for free with valid purchase and expirations dates shown.
2. To lock a quote, go to the Reports section of QIB and generate a Lock Letter.
3. Print the Lock Letter, sign it, and email it to [QUOTESUPPORT@USAA.COM](mailto:QUOTESUPPORT@USAA.COM) with the applicable quote (please include both the EXP and PDF).
4. To be accepted, the Lock Letter must be submitted on or prior to the quote expiration date.
5. Quote Support will return the approved Lock Letter and quote within 3 business days.
6. A USAA appointed broker must be listed as the Agent of Record on the lock letter
7. If an extension is requested beyond a previously approved lock, USAA reserves the right to charge an additional fee or adjust payment timing by an equivalent number of days as the extension requested.

### Instructions on Custom Quotation

USAA does not offer "daily rates", however, we will accept requests for custom quotation or matching on cases with total premium of \$250,000 or greater. For best results, include an EXP file for your case, and either a competitor's quote or target benefit.

Send the following to [QUOTESUPPORT@USAA.COM](mailto:QUOTESUPPORT@USAA.COM).



9800 Fredericksburg Road  
San Antonio, Texas 78288

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1. Competing company quote or requested design
2. An export of the USAA quote ("EXP file") out of the USAA QIB system.
3. If we are able to complete your request, an electronically signed quote will be sent in return, along with a Lock Letter.

We request that you return the signed Lock Letter within 5 business days.

### Commission Sharing Agreements

USAA will split commissions for cases that involve multiple firms appointed by USAA Life. Please provide the CSA when submitting the Lock Letter. Please copy all listed agents on the CSA when submitting the CSA, as well as on all case correspondence.

USAA will not be able to split commissions for firms or agents who are not appointed with USAA Life. Currently, USAA Life has appointed these firms for structured settlement business: Ringler Associates, NFP, Arcadia, UBS, JCR, Brant Hickey, Chronovo, Summit, Atlas Settlement Group, SAGE, Alliant, Creative Capital, Capital Planning, Evergreen, JMW, Logan Settlements, NSSG, Settlement Funding Associates, Forge Consulting, Settlement Planners, Augustine Advisors, Kipnes Crowley

USAA Life will establish split percentages based upon those included in the CSA but will not process any further instructions included in the CSA.

### Submission Requirements

Send all submission requirements to [STRUCTUREISSUE@usaa.com](mailto:STRUCTUREISSUE@usaa.com). Submit funding with member and contract number per our Funding Instructions.

1. Contract Number Request Form
2. Commission Sharing Agreement, if applicable
3. Final Structure Quote in PDF format
4. Completed Application
5. USAA Qualified Assignment and Release Agreement. Note there is a specific QAR for Attorney's fees structures.
6. Settlement Agreement
7. Hold Harmless Letter (for attorney's fees)
8. W-9 (for attorney's fees)
9. Court Order (If applicable)
10. Executed trust document (if applicable)
11. CMS Letter or equivalent for MSA
12. For all life contingent cases, Proof of Date of Birth – Copy of birth certificate, state issued ID, Driver's License, or US Passport
13. Rated Age certificate provided by USAA (for rated age cases)
14. EFT Form (if applicable)



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### **Use of QA**

USAA Life requires the use of our QAR on all cases, unless use of a QA has been expressly granted. Use of a QA will be considered when required by statute, or when all reasonable efforts to obtain claimant signatures have been exhausted.

### **Electronic Signature**

Any electronic signature by Assignor is acceptable. Electronic signature by claimant is only allowed through use of DocuSign, AdobeSign, VineSign and DropBox (formerly HelloSign). Signature audit trail must be provided for claimant signatures.

Electronic Signature will not be accepted on post-issuance service forms (EFT, Change of Address, etc)