

## METROPOLITAN LIFE INSURANCE COMPANY INSURANCE DISBURSEMENT REQUEST

The following steps will assist you with surrendering your life insurance policy into your retirement plan account:

1. Contact MetLife Insurance and request to surrender your policy.  
Phone: 800.388.4000
2. Complete all sections of the disbursement form and all required signatures.
3. Return the completed form to MetLife Insurance.

**Please Note:** The process to surrender your policy may take 6-8 weeks.