



IAM NATIONAL PENSION FUND

Informational Guide to Part 1 of the Pension Application

This guide will provide you with instructions and important details to assist you in the pension application process.

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Have a question about your application? Contact the Pension Department at the IAM National Pension Fund.

The Fund’s toll-free phone number is 1-800-424-9608.

Instructions for Completing the Pension Application

Application Checklist

(inside front cover of application)

The application checklist is provided so that you can ensure completion and return of all requested documents.

Section A - Election of the Retroactive Annuity Starting Date (page 3 of application)

If a Participant submits a partially completed application for benefits, the Effective Date of Pension may be before the date the completed application is later submitted, provided the Participant affirmatively elects the earlier Effective Date. The earliest Pension Effective Date you may have is the first of the month after your retirement date or the first of the month after your completed application is received in the Fund Office, whichever is later.

Part 1 of the application is considered an incomplete application. Once you return Part 1, you will receive Part 2 of the application. You will then be able to review information about the optional forms of payment available to you, review your estimated benefit amounts, if available, and select a form of payment.

In order to have the earliest Pension Effective Date possible, you must read the information contained on page 3 of the application, complete the Election of the Retroactive Annuity Starting Date form, and affirmatively elect the Retroactive Annuity Date by signing and dating where required. If you are married, your spouse must also sign and date the form.

If you do not elect the Retroactive Annuity Starting Date it may delay your Pension Effective Date. Your application will be considered incomplete if you do not return this completed form.

Section B - Participant's Information (page 4 of application)

Questions 1 through 6

Provide general information in Questions 1 through 6 (Proof of Age will be required to confirm your date of birth. A list of acceptable documents can be found in this booklet on pages 5 and 6).

Question 7 - Intended Retirement Date

Your **Intended Retirement Date** is the date you plan to stop working, or your last day of work in disqualifying employment. This date must be before the expiration date of the application.

Your **Pension Effective Date** is the first day of the first calendar month after your last day of work, or after the Fund Office receives your completed application, whichever is later.

Note: If you intend to work and receive your Pension, please read the Rules Pertaining to Pensioner Employment on page 7 of this booklet and enter the date you would like your Pension to be effective (1st of the month) in question 7.

Question 8 - Marital Status

I am Married - Please select this box if you are currently married.

I am Not Married - Please select this box if you are not currently married (you will be required to complete Section E of the Pension Application).

My Spouse and I are legally separated- Please select this box if you are married but legally separated (submit a copy of your Separation Agreement).

I cannot locate my spouse - Please check this box if you are married but you are unable to locate your spouse. If you are unable to locate your spouse, you will be sent an affidavit to complete.

Question 9a. If you are married, check Yes or No.

Question 9b. Provide dates of all divorces.

Note: If you are currently married or single, but you were previously divorced and your divorce occurred on or after January 1, 1985, the Fund Office requires that you submit a copy of each divorce decree and any settlement agreements even if your ex-spouse is deceased.

Section C - Disability Application

(page 5 of application)

Complete this section only if you are applying for a Disability Pension. Provide a copy of your notice of eligibility or ineligibility for Social Security Benefits. If you have not yet applied for Social Security Disability Benefits, please apply immediately.

If you have not yet applied or you are awaiting a determination, do not delay in submitting your application. You may send the notice at a later date.

Section D - Spouse's Information

(page 5 of application)

Provide information for the spouse to whom you are married on your Pension Effective Date. Submit your own proof of age, proof of age for your spouse, previous name change document(s), if applicable, and a copy of your marriage certificate.

Section E - Statement By Applicant Who Is Not Married (page 6 of application)

If you are not married, please complete this section of the application. If you have been married between January 1, 1985 and your pension effective date and your marriage ended as a result of the death of your spouse, provide a copy of the death certificate.

If your marriage(s) ended as a result of divorce, provide copies of each divorce decree and settlement agreement for all divorce(s) that occurred on or after January 1, 1985 even if your ex-spouse is deceased. Your signature must be notarized on the Statement by Applicant Who Is Not Married.

Section F - Employment History

(page 7 of application)

Provide the name, city and state, job classification, lodge number and dates of employment for all employers for whom you worked. Also list periods of military service.

Section G - Retirement Declaration

(page 8 of application)

We cannot begin payment of pension benefits until this form is complete. Complete the applicable section regarding your employment, read the acknowledgments, then sign and date the form.

The Fund Office will determine and advise you of your Pension Effective Date upon receipt of Part 1 of your application and the Election of the Retroactive Annuity Starting Date Form.

The Retirement Declaration Form will also be used to determine if you will continue to work for a Contributing Employer and/or engage in Disqualifying employment. If you are age 65 or older and you will continue to work after your Pension Effective Date, a Ruling on Employment form will be sent to you after we receive your application.

Section H - Authorization for Direct Deposit

(page 9 of application)

Complete the Authorization For Automated Deposits form on page 9. On the back of the form, attach a voided check or deposit ticket for the account in which you would like your payments deposited.

Authorization to Obtain Earnings Data from the Social Security Administration (page 11 of application)

This form will be used to verify your employment, if needed. Be sure to sign and date where required. Return the form to the Fund Office with your application.

Your “Pension Effective Date”

Your *Intended Retirement Date* is **not** the same as your Pension Effective Date. Your Intended Retirement Date is the day you will stop working in disqualifying employment (see Rules Pertaining to Pensioner Employment). Your Intended Retirement Date must be before your Pension Effective Date.

Your *Pension Effective Date* is the first day of the first calendar month after your last day of work, or after you have submitted a completed and signed pension application to the Fund Office, whichever is later.

The Pension Effective Date for a *disability pension* is the first day of the seventh month following total and permanent disability, or after you have submitted a completed and signed pension application to the Fund Office, whichever is later.

If a Participant submits a partially completed application for benefits, the Effective Date of Pension may be before the date the completed application is later submitted, provided the Participant affirmatively elects the Retroactive Annuity Starting Date.

Under no circumstances will your effective date be earlier than the first of the month after the Fund Office receives your signed application.

You may postpone your Pension Effective Date by writing to us at any time. You may not postpone your effective date beyond your **Required Beginning Date**.

The Fund Office will determine and advise you of your Pension Effective date and your estimated benefit amounts upon receipt of Part 1 of your application.

Notice Regarding Your Right to Defer Pension Payment

In accordance with the Pension Protection Act of 2006, the IAM National Pension Plan is required to provide you with this notice that describes the provisions of the Plan that may materially affect your decision to defer distribution of your pension benefit until a later date.

1. **Actuarial Adjustment before Age 65** - If you begin receiving benefits before age 65, your monthly pension benefit may be actuarially reduced to account for your age. Whether your benefit will be actuarially adjusted and how much your benefit will be actuarially adjusted will depend on your type of pension:

► **30 and Out Pension.** If you qualify for a 30 and Out Pension, your benefit will not be actuarially reduced to account for your age.

► **Early Unreduced Retirement Pension at Age 62.** If you qualify for an Early Unreduced Retirement Pension at Age 62 and you have not attained age 62, your monthly benefit will be actuarially reduced by four-tenths of 1 percent (0.4%) for each month by which you are younger than age 62 on your Effective Date of benefits.

► **Early Retirement Pension.** In the event you receive an Early Retirement Pension or Early Vested Deferred Pension, your monthly benefit will be actuarially reduced by four-tenths of 1 percent (0.4%) for each month by which you are younger than age 65 on your Effective Date of benefits.

For more information regarding how your age may affect the amount of your monthly benefit, see your Summary Plan Description.

2. **Required Beginning Date** - You have the right to defer receipt of your pension until no later than your Required Beginning Date. In general, your Required Beginning Date is the April 1st of the calendar year following the later of the calendar year in which you attain

age 70½ or the calendar year in which you retire.

3. Actuarial Adjustment after Normal Retirement Age - If you defer retirement until after Normal Retirement Age, and do not engage in Disqualifying Employment after Normal Retirement Age, your monthly benefit will be actuarially increased for each calendar month between Normal Retirement Age and your Effective Date of benefits. However, the amount of such increase will be offset by any increase in your benefit attributable to Hours of Service after Normal Retirement Age. The actuarial increase will be 1.0% for the first 60 months after Normal Retirement Age and 1.5% per month for each month thereafter. “Normal Retirement Age” is either age 65 or the fifth anniversary of your commencement of participation in the Plan, whichever is later.

4. Disqualifying Employment - Certain types of employment may result in the suspension of your pension benefit. In general, Disqualifying Employment before Normal Retirement Age is employment with any employer who contributes to the Plan. In general, for periods after Normal Retirement Age, your monthly pension benefit will be suspended for any month in which you work 40 hours or more in “Disqualifying Employment.” The Plan’s rules regarding suspension of benefits are described under the section entitled IAM National Pension Plan Rules Pertaining to Pensioner Employment on page 7 of this Guide.

Proof of Age

You must submit the best proof of age with your application, as described in this section.

If you have not located suitable proof of age documentation when you want to submit your application, send in your application anyway. Then submit your proof of age to the Fund Office as soon as possible. The Fund Office will follow up with you if it has not received your proof of age within two weeks following receipt of Part 1 your pension application. ***Further delay could delay your first pension check or necessitate starting over with the application process.***

What does best proof of age mean? The best proof is **one** document from the following *Primary Proof of Age* list.

Primary Proof of Age

- Birth Certificate
- Baptismal Certificate or a statement as to the date of birth shown by a church record, certified by the custodian of such records.
- Registration of birth. This may be:
 - (a) Delayed Certificate of Birth,
 - (b) an Affidavit of Birth, or
 - (c) valid notification of registration of birth.The document must be filed in a public registry of vital statistics.
- Naturalization Papers
- Immigration Papers
- Passport
- Hospital Birth Record that includes the authorized signature of the custodian of record.

Attempts to acquire any of these documents should be made before submitting proof of age documents from the list of secondary proof documents.

Birth records can be obtained from the Bureau of Vital Statistics in the state where you were born. If you were born in another country, you can write to a similar agency in that country.

You may submit copies of your documents. If you choose to submit original documents, the Fund Office will make copies and return the originals to you.

If the name on your pension application differs from your proof of age, please submit documentation that substantiates the name change, such as a marriage certificate. In addition, if your spouse’s last name on your

marriage certificate is not her maiden name, submit documentation that substantiates the name change, such as a prior marriage certificate.

If your document is in a language other than English, submit both the document and a notarized translation if possible.

If you are unable to provide any of the proof of age documents from the *Primary Proof of Age* list, you must submit **two** documents from the following *Secondary Proof of Age* list.

Secondary Proof of Age (must show date of birth or age on document)

- A signed statement by the physician or midwife in attendance at birth. This statement must be notarized.
- U.S. Census Record
- School record certified by the custodian of such records.
- Military discharge papers (DD214)
- Vaccination record certified by the custodian of such records.
- The signed application of a life insurance policy and attached insurance policy bearing the age or date of birth of applicant.
- Marriage records showing the date of birth or age. Application for marriage license, marriage certificate, or church record certified by the custodian of such records.
- Child's Birth Certificate showing your age at the time of their birth.
- A signed statement by someone in attendance at birth or who has direct knowledge of your date of birth. This statement must be notarized.
- Driver's license

- State issued ID
- Military ID
- Certified Copy of School Transcripts
- Certified Copy of Employer Records
- Certified Copy of Union Records
- Voter Registration

Proof of Marriage

If you are married, you must provide proof of your marriage, such as a marriage certificate. Do not wait to send in your pension application if you are unable to locate your proof of marriage. Send the pension application, and then follow up with the proof of marriage as soon as you can.

Proof of Name Change

If the name shown on a proof of age document does not agree with the individual's current name, you must submit suitable name-change documentation, such as a marriage certificate.

IAM National Pension Plan Rules Pertaining to Pensioner Employment

A. For pensioners who have reached Normal Retirement Age

The IAM National Pension Fund ("the Plan") is intended to provide retirement benefits. Certain types of employment may result in the suspension of your pension benefit if a you cease to be "retired" in accordance with the Plan definition.

1. If you are age 65 or older (Normal Retirement Age) and you work 40 hours or more per month, your pension may be suspended if you work 40 hours or more per month for a Contributing Employer under the Plan *while also* in the same trade or craft you worked in while in covered employment under the Plan.
2. The precise Plan language in Section 7.6 (b)

& (c) dealing with employment after Normal Retirement Age is as follows:

“(b) Disqualifying Employment means employment with any Contributing Employer under the Plan, provided the employment is in the same trade or craft in which the Pensioner was employed under the Plan prior to his retirement.

(c) It is permissible for a Pensioner who has reached Normal Retirement Age to work fewer than 40 hours per month without causing the suspension of his pension.”

This rule does not apply to Pensioners who have not reached Normal Retirement Age.

Normal Retirement Age is defined in Section 1.11 of the Plan as follows:

“**Normal Retirement Age**” shall mean the later of:

(a) the date a Participant attains age 65, or

(b) his age on the 5th anniversary of the commencement of his participation in this Plan or in Prior Pension Plan A or B. “Normal Retirement Age” shall mean the later of (a) the date a Participant attains age 65, or (b) his age on the fifth anniversary of the commencement of his participation in this Plan or in Prior Pension Plans A or B.

All Pensioners must report all employment to the Fund Office within 30 days of commencement of such employment and request a Ruling on whether such employment is Disqualifying. A Ruling on whether such employment is Disqualifying may be requested in advance of acceptance of such employment.

B. For pensioners who have not reached Normal Retirement Age

1. Your pension may be suspended if you work in *any* job classification at any Contributing Employer.

2. Your pension will be suspended for any month in which you work in Disqualifying Employment.

3. The precise Plan language in Section 7.7 (a) & (b) dealing with employment before Normal Retirement Age is as follows:

“(a) Disqualifying Employment before Normal Retirement Age means employment with any Contributing Employer regardless of job classification. Pension benefits will be suspended for any month in which a Pensioner works in Disqualifying Employment before Normal Retirement Age.

(b) All Pensioners must report all employment to the Fund Office within 30 days of commencement of such employment and request a ruling on whether such employment is Disqualifying.”

A Ruling on whether such employment is Disqualifying may be requested in advance of acceptance of any such employment.

Restriction on Employment by Disability Pensioner

A Disability Pensioner shall report in writing to the Fund Office any and all earnings from any employment within 15 days after the end of each month in which he has had earnings in any sort of employment or pursuit. If a Disability Pensioner fails to make timely report as required, he may be disqualified from benefits for six months for each violation.

If a Disability Pensioner who would have been qualified for an Early Retirement Pension at the time of his retirement shall subsequently cease to be disabled, he shall then be entitled to apply for an Early Retirement Pension which shall become effective as of the month his Disability Pension terminates and shall be based on his attained age when he first retired on a Disability Pension.

Any Disability Pensioner who performs services for remuneration or profit during any period of trial work under the Social Security Act shall not have his Disability Pension terminated as a result of the performance of such services during such period.

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