

To apply for benefits, the enclosed application must be completed and returned, along with the following **required** documentation, to the Administrative Office at:

BeneSys, Inc.
Cornell-Hart Pension Trust
PMB 116
5331 S Macadam Ave, Ste 258
Portland, OR 97239

**IN ORDER FOR YOUR BENEFIT APPLICATION TO BE PROCESSED,
YOU MUST INCLUDE THE FOLLOWING REQUIRED DOCUMENTATION:**

- ✓ A photocopy of your birth certificate;
- ✓ If you are married, a photocopy of your spouse's birth certificate and a copy of your marriage certificate;
- ✓ If there has been a divorce, a photocopy of any divorce decree;
- ✓ Hardship documentation, if applicable (see guidelines);
- ✓ For a rollover, a signed Letter of Acceptance from the successor Trustee/Custodian including payment mailing instructions; and
- ✓ If you are disabled, a copy of verification of disability is required (e.g. Social Security Disability Award Letter or two (2) letters of evidence from two different doctors attesting to your disability.)

Incomplete applications are not accepted and will be returned to you for completion.

Plus spousal consent is required on the application. Your spouse's signature must be witnessed in the presence of a Notary Public. This is required for all withdrawal or direct rollover requests, when the Qualified Joint & Survivor Annuity benefit option is not selected.

If you have any questions, please call us at (800) 547-4457, extension 1682.

Thank You