

# **Detroit Free Press, Inc. – Newspaper Guild of Detroit Pension Plan**

## **Application Checklist**

**Please submit copies of the following documents with your application for benefits:**

- Birth Certificate for you and your spouse (if married)
- Marriage License (if married)
- Copy of current driver's license or current state I.D. (with photo) for you and your spouse (if married)
- If you have ever been divorced, please submit a complete copy of your divorce decree(s) and any accompanying orders.

### **CHECKLIST OF ITEMS TO SUBMIT WITH YOUR BENEFIT APPLICATION:**

Please utilize the checklist below to ensure that you have completed your application fully. This will expedite the application process. Missing documents and incomplete application forms will delay the processing of your application. Items that are in bold MUST be signed in front of a Notary Public (date of both signatures must match).

- Application Form
- Pension Benefit Option Election Form, including the **Waiver of 50% J&S (if married)**
- Additional Benefit and/or Eligibility Service (if applicable)
- Waiver of 30-Day Notice (only if married and if applicable)**
- Certification of Marital/Single Status**
- Statement of Application Receipt (if married)
- Withholding Certificate for Pension or Annuity Payments, *IRS Form W-4P*
- Direct Deposit Agreement (optional)
- Copy of your birth certificate
- Copy of your spouse's birth certificate (if married)
- Copy of your marriage license (if married)
- Copy of your photo ID
- Copy of your spouse's photo ID (if married)
- Copy of any and all previous divorce decrees, Qualified Domestic Relations Orders, Separation Agreements, etc. (if applicable)

Please review the forms you are submitting to make sure that you have completed all blanks, signed where necessary, including the signature of a notary public where applicable and answered the questions accurately and completely.