

# Northwest Sheet Metal Workers Pension and Supplemental (401k) Pension Trusts

## APPLICATION FOR RETIREMENT BENEFITS

Complete all applicable sections and return with required attachments to:

BENESYS, INC  
PMB #116 5331 S Macadam Avenue Suite 258, Portland, OR 97239  
(503) 222-7694 (800) 413-4928 Fax (503) 228-0149

[www.nwsheetmetalbenefits.org](http://www.nwsheetmetalbenefits.org)

(Please keep a copy of this application for your records)

I hereby apply to **NORTHWEST SHEETMETAL WORKERS PENSION TRUST** for a:

- ☐ Normal Retirement (Age 65) ☐ Early/Special Early Retirement (Ages 55-65)  
☐ Disability Retirement (Total & Permanent) ☐ Early Unsubsidized (vested with less than 10 years of Credit)

Retirement effective date: \_\_\_\_\_

### SECTION 1 - PARTICIPANT INFORMATION

Name		Date of Birth		Social Security Number	
Street Address		City	State	Zip	
( )		SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female			
Telephone Number		Email Address			
Last Contributing Employer		Date employment ended or will end		Local Union No.	
Were you employed with your last contributing employer in a non-bargaining position?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you work in the sheet metal industry for a non-bargaining employer after May 2012?				<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, list names and dates of employers where you worked since May 2012:


### SECTION 2 - MARITAL STATUS

**MARITAL STATUS** (you must mark one): ☐ MARRIED ☐ NOT MARRIED ☐ DIVORCED ☐ WIDOWED

Name of Spouse	Social Security Number	Date of Birth
----------------	------------------------	---------------

The Federal Law requires that we verify all changes in marital status. Therefore, if you have been married more than once, please attach copies of all marriage licenses, divorce decrees and/or death certificates, whichever applies

PMB #116 · 5331 S Macadam Avenue Suite 258, · Portland, OR 97239  
(503) 222-7694 (800) 413-4928 Fax (503) 228-0149  
[www.nwsheetmetalbenefits.org](http://www.nwsheetmetalbenefits.org)

If you are married and wish to designate a beneficiary other than your spouse, your spouse must consent in the presence of a Notary Public at the time you make your benefit election. This form will be sent once your application has been processed by the Plan Administrator.

If you are not married at the time of your application, you may designate a beneficiary for the post retirement death benefits.

### SECTION 3 – BENEFICIARY INFORMATION

Name of Beneficiary	Social Security Number	Date of Birth
<hr/>		
Beneficiary Street Address	City	State      Zip code
<hr/>		
(      )		
Beneficiary Telephone Number	Relationship	Email Address
<hr/>		

### SECTION 4 - UNION MEMBERSHIP

Below, please list your union membership history in the Northwest Sheet Metal Workers Pension Trust.

1. Local Union Number: \_\_\_\_\_
2. Date of Initiation: \_\_\_\_\_
3. Dates of Transfers from one Local Union to another: \_\_\_\_\_

**RECIPROCITY:** This pension trust has reciprocity agreements with some other pension plans. Please list below any other areas in which you worked in the industry. Attach a separate sheet if necessary.

Union No.	Name of Pension Plan & Address	Period of Time
_____	_____	_____
_____	_____	_____
_____	_____	_____

List below period(s) of employment when you **DID NOT** work in the industry: (Employers in other industry, disability, military service, and other reasons.)

\_\_\_\_\_  
\_\_\_\_\_

By my signature below, I hereby swear that the information provided on this application is true and complete to the best of my knowledge and have provided all documentation necessary for processing my application. I understand that benefits may be delayed if I do not provide all required signatures and/or documentation, including resolution of Qualified Domestic Relations Order "QDRO" issues.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SECTION 5 - IF YOU ARE APPLYING FOR A DISABILITY PENSION - THIS SECTION MUST BE COMPLETED AND SIGNED BY APPLICANT**

Nature of your disability \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date you first became disabled \_\_\_\_\_

Occupation \_\_\_\_\_

Are you receiving Social Security Disability Benefits? ☐ YES ☐ NO

*If YES, please attach a copy of your award from Social Security.*

If NO, have you applied for Social Security Disability Benefits? ☐ YES ☐ NO

**Please attach a copy of your application made to Social Security**

If NO, will you be applying for Social Security Disability Benefits? ☐ YES ☐ NO

If you are **not** receiving Social Security Disability, you must have your doctor complete Section 6.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SECTION 6 - IF YOU ARE APPLYING FOR A DISABILITY PENSION - THIS SECTION MUST BE COMPLETED AND SIGNED BY ATTENDING PHYSICIAN IF YOU DO NOT HAVE A SOCIAL SECURITY DISABILITY AWARD**

Patients Name \_\_\_\_\_

Symptoms \_\_\_\_\_

\_\_\_\_\_

Diagnosis \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HISTORY:**

When did symptoms first appear or injury happen? \_\_\_\_\_

Has patient ever had same or similar condition? ☐ YES ☐ NO If yes, indicate when \_\_\_\_/\_\_\_\_/\_\_\_\_

Describe \_\_\_\_\_

**ASSESSMENT:**

Date you recommended patient should stop working: \_\_\_\_/\_\_\_\_/\_\_\_\_ Why? \_\_\_\_\_

\_\_\_\_\_

Describe the patient's physical and mental limitations and work activity restrictions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How long will the described limitations impair the patient? \_\_\_\_\_

Do you believe this disability to be permanent? ☐ YES ☐ NO Why? \_\_\_\_\_

\_\_\_\_\_

**TREATMENT:**

Planned course of treatment (Please include expected duration, surgeries, therapy, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List other treating or referring physicians (Continue on separate page if necessary):

1. \_\_\_\_\_

2. \_\_\_\_\_
3. \_\_\_\_\_

**PROGNOSIS:**

Describe the patient's condition since the onset of the symptoms \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When do you expect a fundamental or marked change in the patient's condition? \_\_\_\_\_

\_\_\_\_\_

Date you believe the patient can return to normal work duties \_\_\_\_\_

Print or type physician's name \_\_\_\_\_ Degree \_\_\_\_\_

Physician's Address: \_\_\_\_\_

\_\_\_\_\_

Physician's Phone: \_\_\_\_\_

**PHYSICIAN'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **RETURN TO WORK RULES AFTER RETIREMENT**

### Normal and Early Retirement Pensions

- (A) If a retired Employee becomes re-employed, he shall report his re-employment to the Plan Administrator's Office

A retired Employee shall be deemed to be "re-employed" in any month in which he is employed 41 hours or more by any one of the following:

1. Any Employer who is contributing to this Plan;
2. Any employer in the same or related business as a Participating Employer, within the geographic area of the Plan; or
3. Self-employments in the same related business as a Participating Employer, within the geographic area of the Plan.

Hours considered in determining re-employment are hours for which the Employee is paid or entitled to payment for the performance of duties in the same trade or craft, industry and geographic area as are covered by this Plan.

- (B) If a retired Employee is re-employed for 41 hours or more in a month, his retirement payments shall be suspended for each subsequent month in which he is re-employed. Retirement payments shall remain suspended until the Employee certifies in writing to the Plan Administrator's office that he has ceased to be re-employed.
- (C) Retirement payments shall resume as of the month in which the Employee is no longer re-employed and shall continue unless and until he again becomes re-employed. In the event payment of any suspended benefit is made and retained by the Employee, that amount will be offset against payments subsequently becoming due to him or his contingent annuitant; however, such offsets shall not exceed 25% of any payment due after the first day of the third month following the month in which his re-employment ceased or written notice thereof was received by the Plan Administrator's office, whichever is later. Offsets will be limited to overpayments due to re-employment.
- (D) If payments to an Employee are suspended, he shall earn additional Credited Service during the period of suspension if he completes 300 or more Covered Hours of Employment in each Plan Year until he resumes retirement or incurs a Break in Service.
- (E) This Section shall not apply to any Employee who has reached age 70 ½.
- (F) This Section shall be administered in accordance with U.S. Department of Labor Regulation 29 § CFR 2530.203-3, a copy of which may be obtained by the Employee upon request to the Plan Administrator's office.
- (G) Effective June 7, 2004, this Section shall not apply to benefits accrued prior to May 1, 1977.

You have the right to request a review of the nonpayment of your retirement benefits by filing a claim with the Plan Administrator. You may also request from the Plan Administrator a decision on whether specific contemplated employment will result in nonpayment of your retirement benefits.

## **CHECK LIST OF DOCUMENTS TO SUBMIT WITH APPLICATION**

### **ALL APPLICANTS:**

- ☐ Completed Application (Pages 1-6)
- ☐ Copy of Birth Certificate or other acceptable documents for proof of age, see list below

### **MARRIED APPLICANTS:**

- ☐ Copy of Spouse's Birth Certificate or other acceptable documents for proof of age, see list below
- ☐ Copy of Marriage License
- ☐ Copy of previous Divorce Decree(s) and/or Qualified Domestic Relations Order (QDRO)

### **SINGLE APPLICANTS:**

- ☐ Copy of previous Divorce Decree(s) and/or Qualified Domestic Relations Order (QDRO)
- ☐ Copy of previous death certificate if you are a widow/widower

## **LIST OF ACCEPTABLE DOCUMENTS FOR PROOF OF AGE**

The acceptable proofs of your age are listed below in two groups. Submit a photo copy of one of the proofs listed in Group 1, if you have it, or can possibly obtain, since this class of proof of age is the more convincing.

If you cannot submit a proof in the Group 1 classification, submit photo copies of two (2) of the proofs listed in Group 2. You are cautioned, however, that naturalization papers, United States passports and immigration papers may not be photo copied. If you are submitting any of these, you must send the original. It will be returned to you.

### **GROUP 1 (Submit one proof)**

1. A birth certificate.
2. A baptismal certificate or a statement as to the date of birth shown by a church record, certified by the custodian of such record.
3. Notification of registration of birth in a public registry of vital statistics.
4. Passport.

### **GROUP 2 (Submit two proofs)**

5. Military record.
6. School records, certified by the custodian of such record.
7. An insurance policy which shows the age or date of birth.
8. Marriage records showing date of birth or age (application for marriage license of church record, certified by the custodian of such record; or marriage certificate.)
9. U.S Census Report (at least 10 years old)
10. Letter from the Social Security Administration stating your date of birth as shown in their records
11. Family Bible Entries

## **8 IMPORTANT THINGS TO DO BEFORE YOU RETIRE**

### **KNOW YOUR NET WORTH**

The most important step in planning for retirement is to get your financial records in order. The first step is to prepare a Balance Sheet. A Balance Sheet is a snapshot of your assets and liabilities at a particular point in time. This financial statement is an excellent way for you to plot your financial progress. Assets include all items of value owned by you such as your home, car, bank account and retirement plans. Value assets at market value as of the date of your Balance Sheet. The second part of the process is to list your liabilities as of the same date. Liabilities are your debts such as a mortgage, car loan etc. The difference between your assets and liabilities is your Net Worth. Preparing a Balance Sheet and monitoring your financial progress over time is particularly important for retirees and people nearing retirement age that would like to retire.

### **PREPARE A BUDGET**

The second step is to prepare an Expense Budget. First, look at your actual expenses over time. You will need your bank statements and credit card bills to do this accurately. Most people have never done this but it's important to know how you are spending your money. List your expenses by category such as food, gas, entertainment, mortgage payment etc. Once you have listed your actual spending then you can prepare a budget. The budget is your spending goal or spending target. On average, household spending peaks around age 45-54 then tends to gradually decline. The exception is health care; it is important to include potential out-of-pocket medical expenses in your retirement planning on a personalized and annual basis. Remember to consider the cost of health care. Call the Health Trust to learn about your retirement health care benefits. You must meet eligibility rules to qualify. When regularly revised to reflect changes in your financial situation, these documents serve as important tools in evaluating and monitoring your financial picture. Without accurate personal financial statements, it's difficult to plan effectively.

### **DETERMINE YOUR FUTURE INCOME**

The third step is to budget for your future income. The primary sources of this income will be your retirement plans including social security. Go to [ssa.gov](http://ssa.gov) to get an estimate of what your social security income will be at various ages. Estimating your retirement plan income is more difficult. In a plan such as the Northwest Sheet Metal Supplemental Pension each participant has an account balance. Studies show that over a long retirement with a balanced portfolio of investments approximately 5% of your account can be withdrawn each year. Increasing your withdrawal rate can significantly reduce the number of years your retirement savings will last. You can find calculators at the Trust website at [www.nwsheetmetal.aibpa.com](http://www.nwsheetmetal.aibpa.com).

**Did you know that you don't have to withdraw your entire account balance when you retire? You can set up regular monthly payments or only take money as needed. Fees Matter. Before you rollover or withdraw you entire account balance, make sure you have compared the investment management fees.**

### **MAKE ADJUSTMENTS**



You now know where you stand financially (Balance Sheet) and where you are going (Budget). This process is a must if you want to be realistic about your finances. For many people retirement is not this convenient and adjustments must be made to make it work. Reduce debt. Go after expenses that you don't really need or won't continue in your retirement. Look at your budget to find places to cut your expenses.

### **REVIEW WILLS, TRUSTS, POWERS OF ATTORNEY, AND BENEFICIARIES**

Update your will, power of attorney and advanced medical directive. This should be done periodically about every five years or when circumstances change.

### **REVIEW YOUR INSURANCE COVERAGE**

Insurance needs may change in retirement just as your financial priorities and responsibilities change. Make sure to review your life, health, homeowners, and auto insurance policies so that your coverage is appropriate for your new lifestyle.

### **NOTE MEDICARE MILESTONES ON YOUR CALENDAR**

Medicare generally starts at age 65 and has two parts. Part A is hospital insurance and helps pay for hospital, hospice and home health care (in general, most people do not pay for this). Part B is medical insurance and helps pay for doctors, outpatient care, and other medical services (in general, most people do pay for this). Depending on your age and whether or not you're receiving or plan to receive Social Security, the Medicare application process, timelines, and premiums may vary. Note that applying late may result in delayed benefits and higher premiums. "Medicare Advantage" plans are private health plans offered as an alternative to Medicare Part A and B. Medigap Policies are insurance that can help pay some of the health care costs that Original Medicare doesn't cover, like copayments, coinsurance, and deductibles.

### **MAXIMIZE SOCIAL SECURITY**

Many people are of the mind-set they should start claiming Social Security benefits at the earliest time possible. Delaying benefits means having more money to spend later, compensating for increased longevity. It has been noted that for married couples, for example, there are more than 80 strategies for claiming Social Security, including "[file and suspend](#)" or "restricted applications." These strategies are not publicized, and the difference between the best decision and the worst possible decision of when to elect can be well over \$100,000" according to an article by the International Association of Registered Financial Consultants. They warn against head-in-the-sand thinking. People put blinders on and don't pay attention to areas that could potentially devastate their retirement.

#### *Important Estate Planning Information*

Information provided is general and educational in nature. It is not intended to be, and should not be construed as, legal or tax advice. Northwest Sheet Metal Supplemental Pension Trust does not provide legal or tax advice. Laws of a specific state or laws relevant to a particular situation may affect the applicability, accuracy, or completeness of this information. Federal and state laws and regulations are complex and are subject to change. Northwest Sheet Metal Supplemental Pension Trust makes no warranties with regard to the information or results obtained by its use. Northwest Sheet Metal Supplemental Pension Trust disclaims any liability arising out of your use of, or reliance on, the information. Consult an attorney, CPA, CFP or other such advisors regarding your specific legal, tax or financial situation.