

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