



# GCIU - Employer Retirement Fund

Newspaper, Commercial Printing, and Printing Specialties & Paper Products Industries

2323 Eastlake Ave E Seattle WA 98102 • (800) 322-1489 • Formerly IP&GCU-Employer Retirement Fund

## Check List for Members

**Pension Application Part I — Application is sent to participants within 10 business days.**

### Explanation of Benefits

- Includes Instructions
- Proof of Age List
- List of Required Documents
- Application (3 pages)

1. All participants must provide *proof of age (see chart)*.
2. If you are single but choosing a benefit form with a survivor benefit – Provide *proof of your contingent annuitant's age*.
3. If you are married – Provide a copy of your *marriage certificate* and *proof of your spouse's age*.
4. If you are divorced – Provide a copy of your *divorce papers (Including your Property Settlement Agreement)*.
5. If you are legally separated – Provide a copy of your *separation agreement papers*.
6. If you are divorced or separated, and you and your former spouse have entered into an agreement about your pension benefit – Provide a copy of the *agreement or QDRO*.
7. If you are a widow/widower – Provide a copy of your *spouse's death certificate*.
8. If you were in the military – Provide a copy of your *military separation/discharge papers*.
9. If you are applying for a Disability Pension – Provide your *Social Security Disability Award Letter*

### PROOF OF AGE

1. Birth Certificate
2. Baptismal Certificate
3. Citizenship or Naturalization Papers
4. Passport
5. Records or information obtained from the US Census Department
6. Insurance policies taken out at least 10 years before your date of retirement.
7. Affidavit of birth
8. Social Security information

The above data will enable the Administrative Office to provide you with information regarding the types of benefits available to you and the amount of benefit and conditions of each option. The information will be furnished on an Application for Retirement - Part II, after contributions are received from your employer for your final period of employment.

PLEASE SEE REVERSE SIDE OF THIS FORM

**Pension Application Part II – Upon receipt of all Documents, Application part II is mailed to participants within 6-10 weeks.**

- **Benefit Election.** This form must be notarized, only one Option must be elected.
- **Contingent Annuitant Form.** Complete if you designate someone other than your spouse
- **50% Joint and Survivor Rejection Form.** This form must be notarized, complete if you are single, if you are married and electing a life annuity or contingent annuitant other than your spouse.
- **Retirement Declaration.** This form must be notarized, describes the Fund's rules regarding return to work after retirement.
- **Authorization Agreement and Enrollment Form for Direct Deposit of Pension Payments by Electronic Funds Transfer.** This form is optional, a voided check or Bank statement is required.
- **Withholding Certificate for Pension (2 Forms).** Federal or State Taxes on your behalf based on your withholding election.

**General Payment Processing.** After receipt of Application Part II and all required documents, monthly payments and initial check including retro and/or interest (if applicable) will be processed within 4 weeks.

After completing Part II, please send the copy to the Administrative Office. Your Retirement Benefit cannot be processed until this second form is received.

Please note that once you have made an election as to the type and form of benefits to which you are to receive payment, and that election has been approved by the Trustees, you may not, at a later date change the type or form of benefit.