

## New IAM Pension Application Procedures

Effective January 1, 2019 the Benefit Fund Office (BFO) of the IAM National Pension Fund (IAMNPF) will implement a change to in the Pension Application procedures to ensure compliance with the Fund's rules.

The IAMNPF Summary Plan Description states: "You will be considered as having applied only when the Fund Office has received all parts of your completed application and any required supporting documents. Payment cannot begin before the completed application is received. Your application will have an expiration date, which is within 180 days of your request for it. Your completed application must be received in the Fund Office by the expiration date or it is void."

The change, known as the Pre-stage process, is explained below:

Once the Participant or beneficiary ("*Applicant*") has submitted their initial Pension Application (*either hard copy or online*) and it is received at the BFO, we will send the Applicant an Acknowledgment Letter which will include three items:

- Acknowledgment of receipt of Pension Application and the required supporting documents,
- List of original documents being returned to Applicant (*if applicable*); and
- If necessary, a list of the required documents that the applicant failed to provide in order for the Pension Application to be considered "*Complete*".

Only Completed Pension Applications will be moved into the processing stage. Incomplete Pension Applications will be held until the missing required documents are provided or until the Pension Application has aged out, in which case it will be denied.

**NOTE: *The Pension Application will not be assigned to Pension Analyst until all the required documents are supplied by the Applicant to the BFO. Incomplete Pension Applications will not be processed.***

If the BFO does not receive the missing required documents for the Applicant, the Applicant will be sent a 90-day (*45 days for a disability benefit*) delay letter. If the missing required documents are still not received after 180 days (*105 days for a disability benefit*), the Applicant's Pension Application will be denied. If denied, the Applicant would have to request a new pension application and reapply for benefits. A new Pension Application would also necessitate a new Pension Effective Date, in accordance with Fund rules.

This procedure has been established to ensure compliance with Fund rules, speed up the Pension Application processing time by ensuring we have all the required documents upfront,

and to help ensure that Applicants receive accurate benefit options (*single, married, social security, etc.*) and benefit amounts, in a timely manner.

If you or any of your members have any questions, please contact the Customer Service Department at 1-800-424-9608, Monday through Friday, 9:00 a.m. to 7:00 p.m. Eastern Time.