

**INFORMATION AND/OR DOCUMENTS REQUIRED
FOR PROCESSING YOUR
APPLICATION FOR RETIREMENT BENEFITS**

The following information and/or documentation are required in order to process your application for Pension benefits. Submit all documents that pertain to you together with your application for retirement. Please check the list carefully and submit all requested information and/or documents to the Trust Funds office as soon as possible.

1. **MARRIAGE CERTIFICATE.** If you are currently married, a copy of your marriage certificate must be filed with your application
2. **COPIES OF BIRTH CERTIFICATES.** Copies of birth certificates for you and your spouse must also be submitted.
3. **DISSOLUTION OF MARRIAGE DOCUMENTS.** A complete copy of your final decree of divorce, including property settlement, the dissolution date, and signature of all parties. A Qualified Domestic Relations Order is acceptable.
4. **TAX FORMS.** Your pension is taxable income. Please complete the tax forms indicating whether or not you wish to have Federal and State Income Tax withheld. It is not compulsory to have taxes withheld by the Trust Fund office. You may choose to personally assume all Federal and State tax liability.
5. **BENEFICIARY CARD.** Please complete and sign the enclosed beneficiary card.
6. **REJECTION OF JOINT AND SURVIVOR BENEFITS.** **If you are married and choose any Form of Benefit other than the Joint and Survivor Option, you must have your spouse sign the SPOUSE CONSENT FORM (page 3 of the application) in the presence of a Notary Public.**