

DOCUMENT CHECKLIST ENCLOSED



ALASKA TEAMSTER-EMPLOYER

PENSION TRUST

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Anchorage AK 99503
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www.959trusts.com

RETIREE INFORMATION
PAMPHLET

Please read this *entire* Retiree Information Pamphlet carefully.
It contains **IMPORTANT** information.

RETIREMENT FORMS CHECKLIST

This checklist will help you assemble the documents you will need to retire. Not all items on the checklist are required. We have check-marked the box next to those items you will need to either bring in or send in to our office.

All documents necessary for retirement should be submitted no later than 90 days after the date you (and your spouse, if married) have signed the retirement application. We will process your first retirement payment once all required documents are submitted **and** final work hours are reported. Please remember to provide us with a current mailing address.

Your retirement will be processed once you have provided all documents necessary for retirement.

THE FOLLOWING CHECK-MARKED FORMS ARE PROVIDED IN YOUR PACKAGE.

PLEASE COMPLETE ONLY THE FORMS WITH A CHECK MARK  .

- FORM 1: APPLICATION FOR BENEFITS**
- FORM 2: W-4P TAX WITHHOLDING CERTIFICATE**
- FORM 3: FINAL HOURS**
- FORM 4: TERMINATION OF EMPLOYMENT CERTIFICATE**
- FORM 5: AUTHORIZATION FOR DIRECT DEPOSIT**
- FORM 6: DETERMINATION OF SUSPENDIBLE EMPLOYMENT**
- FORM 7: BENEFICIARY DESIGNATION (if Five Year Certain Life Annuity selected)**
- FORM 8: MEDICAL PLAN SELF-PAYMENT BILLING FORM FOR RETIREES**

**THE FOLLOWING (CHECK-MARKED - ) DOCUMENTS
ARE THOSE WHICH YOU MUST PROVIDE FROM
YOUR PERSONAL RECORDS**

- Your "State-Certified Birth Certificate" or passport or Real ID**

- Your Joint Annuitant's "State-Certified Birth Certificate" or passport or Real ID**
This is required only if you select a Joint Annuity Option.

- Your "Marriage Certificate" (if married)**
A copy of this document is acceptable.

- If a spouse is listed in your record, you must provide a copy of a **Divorce Decree** or **Death Certificate**, whatever applies. Photocopies are acceptable.**

The original or certified documents you submit will be returned to you.

If you do not have original or certified documents, you must contact the state of your birth. We will be happy to provide the address and telephone number you need in order to request birth, marriage, death or divorce certificates. If you have a computer, you can find out how to order these certificates and verify the current fees for each state at www.vitalchek.com/listphone.asp

If you must send off for certified copies of your personal documents, you can still turn in your other retirement paperwork in order to establish your retirement date. However, your retirement will only be processed once all required documents are received.

FORMS DESCRIBED (Pages 4 through 9)

FORM 1: RETIREMENT OPTIONS

- (1) The **STRAIGHT LIFE ANNUITY OPTION** provides you with lifetime monthly pension payments. No benefits are payable to a beneficiary in the event of your death. If you are married upon your retirement date, your spouse must consent to your election of this form of payment.

- (2) The **MODIFIED STRAIGHT LIFE ANNUITY** gives your Spouse the protection of receiving the survivor's portion of the 66 2/3% Joint Annuity Option if you die within the first 12 months after retiring. If you have been married at least one year when you retire you may, with your Spouse's consent, elect to receive benefits in the form of a Modified Straight Life Annuity. If you die after the first 12 months, your Spouse would **not** receive a survivor benefit. The reduction in your Straight Life Annuity benefit would be 5% for this option. The 5% reduction ceases after the earlier of (1) the first 12 months of payment of the Modified Straight Life Annuity, or (2) your death.

- (3) The **FIVE-YEAR CERTAIN LIFE ANNUITY OPTION** provides you with lifetime monthly pension payments. The initial 60 payments are guaranteed to your beneficiary. For example, if you were to receive 20 payments and then die, the balance of the first 60 payments (40 payments) would be paid to a beneficiary. If you die after receiving 60 payments, there are no benefits payable to a beneficiary. If you are not married and have not designated a beneficiary, death benefits will be paid to the first in the surviving class of successive beneficiaries: (1) children, (2) parents, (3) brothers/sisters, and (4) estate. If you are married, your spouse is automatically your beneficiary unless your spouse consents to your designation of someone else as beneficiary. In any event, your spouse must consent to your election of this benefit option. Please complete the "Beneficiary Designation" (Form 8) if necessary.

The joint annuity options pay monthly retirement benefits to you from your retirement date until your death. After your death, they pay benefits to your Joint Annuitant until their death, should that person survive you. If your Joint Annuitant dies before you, benefit payments end upon your death.

If you were not married to your spouse for at least one year prior to your death, the benefit payable under a joint annuity reverts to a Straight Life Annuity and nothing is payable to your spouse.

Your **Joint Annuitant** is the person you name to receive joint annuity payments after your death. You can name your spouse or any other person. If you are married and you name another person as your Joint Annuitant, your spouse must provide written consent to that designation by signing the application in front of a notary.

If you name someone other than a spouse as your Joint Annuitant, you must survive a minimum of 12 months after retirement for the lifetime benefit to continue to the Joint Annuitant upon your death.

- (4) The **50% JOINT ANNUITY OPTION** provides you with actuarially reduced monthly pension payments for your lifetime. When you die, your Joint Annuitant will continue to receive pension payments equal to 50% of your pension payment under this option. For example, if you are entitled to \$500.00 per month and you die before your designated Joint Annuitant, that person would receive \$250.00 per month for their lifetime.
- (5) The **66²/₃% JOINT ANNUITY OPTION** provides you with actuarially reduced monthly pension payments for your lifetime. When you die, your Joint Annuitant will continue to receive pension payments equal to 66²/₃% of your pension payment under this option. For example, if you are entitled to \$500.00 per month and you die before your designated Joint Annuitant, that person would receive \$333.00 per month for their lifetime.
- (6) The **75% JOINT ANNUITY OPTION** provides you with actuarially reduced monthly pension payments for your lifetime. When you die, your Joint Annuitant will continue to receive pension payments equal to 75% of your pension payment under this option. For example, if you are entitled to \$500.00 per month and you die before your designated Joint Annuitant, that person would receive \$375.00 per month for their lifetime.
- (7) The **100% JOINT ANNUITY OPTION** provides you with actuarially reduced monthly pension payments for your lifetime. When you die, your Joint Annuitant will continue to receive pension payments equal to 100% of your pension payment under this option. For example, if you are entitled to \$500.00 per month and you die before your designated Joint Annuitant, that person would also receive \$500.00 per month for their lifetime.

FORM 2: W-4P - TAXATION OF MONTHLY BENEFITS

Your pension benefits are taxable as ordinary income. *If you do not complete a W-4P tax withholding certificate (Form 2), federal income tax will be withheld from your benefit based on Single or Married filing separately, the minimum required by federal law.* Depending on the amount of your benefit, this may not withhold anything for federal income tax.

If you have questions concerning the amount of tax which should be withheld, please consult a tax professional. Our office does not provide tax advice.

FORM 3: FINAL HOURS LETTER

If you have worked in covered employment during the three months prior to your retirement date, please have your employer(s) complete this form so the Pension office knows when to expect your final hours.

FORM 4: TERMINATION OF EMPLOYMENT CERTIFICATE

You must *separate from service* before retirement payments can begin. This means you must terminate employment with your most recent contributing employer(s). Your “most recent contributing employer” includes all employers for whom you have worked in the six month period preceding your retirement date. “Employer” includes all trades or businesses (whether or not incorporated) that are members of a controlled group or under common control.

If you return to work for your most recent contributing employer(s) within six months of the date you terminate, the Trustees will presume that you did not properly separate from service. In that case, your retirement will be canceled and you will owe back any benefits received plus interest.

Your employer must complete the *Employer Certificate* certifying that you have separated from service. If you have questions about whether an employer is a member of a commonly controlled group with another employer, call the Pension Trust office for information. Your Retirement Date cannot be established any earlier than the first of the month following your termination of employment.

FORM 5: DIRECT DEPOSIT AUTHORIZATION

The Pension Trust offers electronic direct deposit to all retirees. This guarantees that your pension benefit will be in your bank account no later than the *first business day of the month*. If the 1st of the month falls on a weekend or holiday, your funds will be in the bank on the next business day.

In the event you wish to sign up for direct deposit, please complete the enclosed *Direct Deposit Authorization* form. We encourage all retirees to consider direct deposit.

FORM 6: SUSPENDIBLE EMPLOYMENT DETERMINATION

You cannot work 40 or more hours per payroll month in Suspendible Employment while you receive a monthly retirement benefit. In order to document that you are not or will not be working in suspendible employment, you must complete Form 6.

Suspendible Employment is employment in all three of the following:

- ✓ *Industry*. The employment is in any industry covered by the Plan on your Retirement Date or when you satisfied the Plan's age and service requirements for retirement benefits;
- ✓ *Trade/Craft*. The employment is in any trade or craft in which you worked in Covered Employment at any time (which includes, for example, any job classifications you held, the duties you performed, or the skills you used or acquired while working in Covered Employment); and
- ✓ *Geographic Area*. The employment is in the geographic area covered by the Plan, which includes the entire State of Alaska.

Suspendible Employment also includes employment (meeting the above conditions) in a supervisory or self-employed capacity, union or non-union. (Some exemptions may apply if all or part of your retirement benefit was earned prior to July 1, 1990; please contact the Pension office for details.)

We do not provide oral determinations on whether certain employment is Suspendible Employment; however, you may request a written determination at any time. If you have more than one employer for which you need a determination, you must complete a determination form (Form 7) for each employer. Contact the Pension office for additional forms or proceed to our website www.959trusts.com.

FORM 7: BENEFICIARY DESIGNATION

Complete this form **only** if you select the "Five Year Certain Life Annuity Option" **and** only if you want your death benefits paid in an order **other than** the Plan's class basis listed on the form. Read this form carefully and mark the applicable box for the method of payment to any beneficiaries you list.

FORM 8: MEDICAL PLAN SELF-PAYMENT BILLING FOR MEDICARE ELIGIBLE RETIREES

Complete this Medicare Eligible Retiree enrollment form only if you are eligible for Medicare, meet the retiree eligibility requirements of the Alaska Teamster-Employer Welfare Trust and plan to enroll as a retiree in the Benistar health plan. You must enroll within 31 days of when your active or COBRA eligibility under the Alaska Teamster-Employer Welfare Plan ends.

If you elect to enroll in the **Benistar** Plan, **Benistar** will contact you directly regarding your benefit booklets and ID cards. Please submit a copy of your Medicare ID card along with your completed Medicare Eligible Retiree enrollment form. For additional information regarding coverage through **Benistar**, please go online to:

IMPORTANT: If you are a retiree under age 65 and non-Medicare eligible, you can enroll in the **Benistar** health plan once you attain age 65 provided you have 40,000.0 hours under the **Alaska Teamster-Welfare Trust**. You cannot defer enrollment into **Benistar** after age 65.

Please Note: Effective 7/1/2014, if your active coverage was provided through a Composite Flat Rate, and you have a Dollars Bank account at the time of your retirement, your coverage will be deducted from your Dollars Bank based on the Composite Flat Rate amount. The Retiree coverage will commence once you have exhausted your Dollars Bank account, provided you complete and return, if applicable, the Medicare Eligible Retiree enrollment form (Medical Self-Payment Billing Form).

Please refer to the Alaska Teamster-Employer Welfare Plan's *Summary Plan Description* (SPD) for full details. The SPD is available on-line at www.959trusts.com.

The Welfare Trust is a separate entity from the Pension Trust. Retirement through the Alaska Teamster-Employer Pension Trust does not provide automatic retiree health benefits.

HELPFUL INFORMATION (Pages 10 through 16)

EFFECTIVE RETIREMENT DATE FOR MONTHLY ANNUITY

You may elect to start your retirement benefit on the first day of any month after you have separated (terminated) from service with your employer. To receive benefits, you and your spouse (if married) must submit a signed, notarized Application for Benefits.

Your *Effective Retirement Date* can be retroactive up to three months before the date the completed, signed and notarized application is received by the Alaska Teamster-Employer Pension Trust, but cannot be earlier than the date you separate (terminate) from service with your covered employer(s), or earlier than the date you cease working in Covered or Suspendible Employment. If you request an Effective Retirement Date more than three months before submitting your complete, signed and notarized application, your Effective Retirement Date will be adjusted to the next permitted retirement date.

For example, if you terminate employment in January, don't file an application right away and want your retirement benefit to begin February 1st, your application must be received no later than May 1st. If the application is received May 2nd, then your retirement benefit would begin March 1st.

You cannot work in Suspendible Employment for 40 or more hours during any payroll month you receive a retirement benefit. Please see the explanation on Suspendible Employment on page 7 of this Pamphlet.

INITIAL MONTHLY PAYMENT

Retirement benefit payments are made on the first day of the month. For example, your benefit payment for January is made January 1st.

If your first monthly retirement payment is not processed and paid on your Effective Retirement Date, benefits will be paid retroactive to your Effective Retirement Date, as described on page 6 of this pamphlet. Typically, your initial retirement benefit will be for a two-month period. This allows your employer time to report your final hours which are to be included in your final benefit calculation.

For example, if you work into or through the month of January, and your Effective Retirement Date has been established as February 1st, you will receive your first benefit check March 1st retroactive to February 1st (for two months).

You will receive a benefit award letter stating what your final benefit amount is. These letters are mailed out on the first of the month, or the first business day following the first of the month, that you begin receiving your benefit.

RETIREMENT CHECKS

The retirement checks are mailed the last week of each month for the next month. For example, February checks are mailed approximately January 26th.

If you have your benefit directly deposited, it will be in your account no later than the first working day of the month. The Alaska Teamster-Employer Pension Trust encourages everyone to consider direct deposit.

CHANGES IF YOUR SPOUSE DIES

If your joint annuitant dies within the first 12 months of your retirement date, your benefit will increase as if you had selected a life annuity.

If your joint annuitant dies after the first 12 months of your retirement, your option and the amount you receive does not change. However, if you later remarry and wish to substitute your new spouse as your joint annuitant, you may apply to do so. Your benefit will be actuarially adjusted to account for the amount of time you have been retired and the age difference for you and your new spouse. In all cases, the change will result in a lower benefit to you.

CHANGES TO YOUR PAYMENT OPTION AFTER YOU RETIRE

In certain situations, you may change the benefit option you elected at retirement. If you request the change within 90 days of your initial retirement date, there is no waiting period or specific qualification for the change. To change your option, you would be required to complete another *Application For Benefits* form.

Once you are retired more than 90 days, from your retirement date, you must meet certain requirements to change your option. There is a two-year qualification period for these changes to become permanently effective. For additional details, contact the Pension office.

LOST CHECKS

If you receive your retirement check by mail and your check is lost or delivery is delayed, call the Pension office. However, please be advised that we must wait a **minimum of ten working days** after the 1st of the month to request a replacement check as mail delays (especially during holidays) are not uncommon. **If you request a replacement check, a stop payment will be placed on the original check and within one to three days a replacement check will be sent.** Once a stop payment is initiated, that order **cannot** be reversed. If you later receive the original check, you **must** return it and await the arrival of the replacement check. We encourage you to utilize direct deposit to avoid any delays in receiving your benefit.

CHANGES TO MAILING ADDRESS, TAX WITHHOLDING OR DIRECT DEPOSIT AUTHORIZATION

If you wish to change your mailing address, have more or less withheld for federal income tax or start having your checks electronically deposited or deposited to a different bank account, contact the Pension Customer Service office in Anchorage. This type of information can be taken over the phone after receiving identifying information from you. If you prefer, you may request a form be sent to you for completion and your signature.

If you submit your request in writing rather than calling our office, we must receive it by the 10th of each month due to our input cut-off and to be effective for the next check run. *Please remember to always keep your mailing address and telephone number current with our office.*

VERIFICATION OF CONTINUED RETIREMENT

The Pension office may periodically request that you provide information concerning your employment (if any) after retirement, so they can determine whether you are working in *Suspendible Employment* and if so, that you are not exceeding the number of hours allowed to remain a retired participant. ***If you do not respond to this request, your pension benefit will be withheld until you provide the requested information.*** There are two notices mailed before benefits are withheld.

RETURN TO WORK / EFFECT ON MONTHLY BENEFIT

If you return to work in covered or *Suspendible Employment* (as described on pages 13, 23 and 24 of the Summary Plan Description and page 7 of this pamphlet) and work 40 or more hours in a payroll month, your pension benefit may be suspended until you again retire. You will forfeit your right to that suspended benefit for those months that you worked 40 or more hours in a payroll month.

It is your responsibility to notify the Pension office when you return to work; taking a dispatch through the Union does not notify the Pension office. If you received a benefit for any months in which you worked 40 or more hours in a payroll month, you will owe those benefits back to the Pension Trust plus interest.

You must contact the Pension office in order to resume your benefit once you terminate employment again. Our office will send you the required documents for completion upon notification from you.

Please note, you must receive one initial retirement check before returning to work after your initial retirement. If you work 40 or more hours in Suspendible Employment in the same payroll month for which your first retirement check was paid, your retirement will be canceled.

SECOND OR MORE RETIREMENT BENEFITS

If you return to covered employment the additional benefits earned during your re-employment period are payable at age 65. You may choose a different form of payment for the additional benefits you earned during your re-employment, but you cannot change the form of payment of your original retirement benefit.

When you retire for the second time, you can resume your first retirement benefit in the *same form of payment* you elected when you initially retired. This resumption is not automatic; you must notify our office of your desire to resume your benefit. Upon notification, we will forward the documents necessary to accomplish your resumption of benefits.

TEAMSTER MEMBERSHIP

Your Pension and Welfare Trusts are entities separate from your Union, Teamsters Local 959. The information provided here is to remind you to contact them regarding your membership in the Union.

There is no requirement that you continue paying your union dues in order to receive your pension benefit. The two are not related in any way.

It is **important** that you contact the Local 959 Dues Office regarding your Union membership upon your retirement. If you decide not to continue paying your union dues, they recommend that you take a *withdrawal* rather than letting your status go *suspended* by not paying. If there is any chance you may want to return to work as a Teamster, the only way to retain your start date with the Union is to continue paying your monthly union dues. There are reduced Dues rates for retirees. You may contact Local 959 directly at 907-751-8581 or 800-478-0959 (*toll free*).

If you continue your membership with Teamsters Local 959, you will receive the newsletter "Alaska Teamster". Your retirement will be announced in that newsletter. Again, remember to keep your mailing address current with Local 959.

RETIREE ASSOCIATION

The Retiree Association provides a means for retirees of Teamsters Local 959 to participate in various retiree and union functions. There is an annual fee of \$5.00 per person to belong to the association. Local 959's Retiree Association is chartered through the International Teamster Affiliates. For more information on the Retiree Association, please contact Mark Johnson at (907) 229-4959 or Debbie Dummann at (907) 337-6014. You may also email the Retiree Association at 959retires@gmail.com.

In addition, the retirees known as the **959'ers** organize and host an annual retiree reunion. The location of the reunion varies from year to year. If you are interested in attending this event, contact Mark or Debbie for more information.

WESTERN CONFERENCE OF TEAMSTERS PENSION PLAN

If you worked under contracts that participated in the Western Conference of Teamsters (WCOT) Pension Plan and you vested under that plan, you must contact WCOT at: 2323 Eastlake Avenue East, Seattle, Washington 98102-3392 or call *toll free* 1-800-531-1489. Their staff will deal with you directly on any benefits you may have under that plan.

The WCOT is a completely separate pension plan and is not administered by our office.

We hope the information in this pamphlet is useful to you as you complete your application for retirement. If you need any assistance or have any questions, please do not hesitate to contact us.

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