Steamfitters Local 602 Retirement Savings Plan

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Administered by
Welfare & Pension Administration Service, Inc.

THE STEPS BELOW ARE FOR YOUR INFORMATION ONLY AND ARE NOT TO BE CONSTRUED AS A PROMISE OF PAYMENT.

The following is a list of the steps necessary to complete your Retirement Savings Plan distribution process. If at any time you have questions regarding your Retirement Savings Plan distribution, please feel free to call us and we'll be happy to assist you. Please check off the steps as they are completed:

☐ **Complete Your Retirement Savings Plan distribution form**

When you wish to retire or take a distribution, you must complete an Application for Distribution of Individual Account form in order to receive Retirement Savings Plan benefits. Applications are available from the Fund Office, or you may print one from the website at https://www.hprbenefitfunds.com. ***Once on the website, login to your account or create a new account***. **In addition, the Summary Plan Description with the Plan Rules is also available on the website. We encourage you to read about what you are working towards.**

- ☐ Application for Distribution of Individual Account; or
- ☐ Hardship withdrawal application (you **must** meet one or more of the qualifications required for a hardship as shown on the application) **You must submit significant documentation as set forth in the Application instructions to verify your eligibility for a hardship withdrawal.**

Please allow at least 30-60 days from receipt of your original application by the Fund Office for your Retirement Savings Plan application to be processed. Incomplete forms or missing documents may extend the processing times. You must follow all instructions on the application and submit the original to the Fund Office, along with the following documents applicable to you:

- ☐ A photocopy of your Birth or Baptismal Certificate or current driver's license
- ☐ A complete copy of any and all Divorce/Legal separation decree(s) with property settlement agreements, and Qualified Domestic Relationship Orders "QDRO" (if applicable)
  Please note that Divorce and/or Qualified Domestic Relationship Orders may extend the processing time of your retirement Election Packet if they have not been previously approved by the Trust Attorney.

Your distribution form must clearly indicate the option you wish to receive. You must make your Election and sign the form **in front of a Notary Public**. If you elect to receive one of the Periodic Payment options ***and are married***, you must also send:

- ☐ A photocopy of a Birth or Baptismal Certificate for **your spouse**
- ☐ A copy of your Marriage Certificate
- ☐ If either you or your spouse have changed your name due to marriage, divorce, or any other reason, it is necessary that you submit supporting documents such as Marriage Certificate(s), or other legal documents pertaining to the name change.

If you are not married and elect to receive a Periodic Payment option, you must complete the Periodic Payment Designated Beneficiary form.

☐ **Tax Form**

All of your retirement is subject to Income Tax. Federal and State Income Tax will be withheld based upon your instructions.

☐ **Bank Form**

If you would like to have your distribution electronically to your bank, please complete the Direct Deposit Agreement form.

☐ **Distribution Approved**

When your completed distribution paperwork has been received, processed, and approved by the Fund Office, your distribution will be made to you by **Empower**. If you have an **Empower** login, you can monitor your balance activity to track the progress of your distribution.

Empower Website: www.empower.com **Empower** Phone: 855-756-4738