

AGC-International Union of Operating Engineers

Local 701 Trust Funds

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Administered by
Welfare & Pension Administration Service, Inc.

What to expect when you apply for your Defined Contribution Pension Benefits.

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

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

Complete a Retirement Application

When you wish to retire, you must complete a Retirement application in order to receive retirement benefits. Applications are available from the Administration Office or you may print one from the website at www.agc-iuoe701trusts.com. **Please allow at least 60 days from receipt of your original application by the Administration Office for your retirement to be processed.** You must follow all instructions on the application and submit the original to the Administration Office, along with the following documents applicable to you:

- A photocopy of a Birth or Baptismal Certificate
- A photocopy of your spouses Birth Certificate (if applicable)
- A photocopy of your Marriage Certificate (if applicable)
- A complete copy of any and all Divorce/Legal separation decree(s) with property settlements, and Qualified Domestic Relations Order (if applicable)

Retirement Benefits approved

When your completed retirement paperwork has been received, processed and approved by the Administration Office, they will contact John Hancock the last week of the month prior to your retirement date (which must be the first of the month).

Receive your Election Packet

You will then be sent a packet of paperwork from John Hancock personalized for you (and your spouse if applicable). This packet will include your Election form for your Retirement and Tax form.

Complete and Return your Election Packet Forms

Election Form

Your Election form must clearly indicate the retirement option you wish to receive. Both you and your spouse (if applicable) must make your Election and sign the form **in front of a Notary Public**.

Congratulations!

If all the steps are checked above, you have completed the retirement process. Thank you for all your years of service with the AGC-International Union of Operating Engineers Local 701.