



## SHEET METAL WORKERS' NATIONAL PENSION FUND

EIN 52-6112463/Plan No. 001  
APPLICATION & INSTRUCTIONS

**You can use these forms to get an estimate of your potential benefits *or* to apply for a benefit. If you are applying for a benefit, *please* submit this application 3 to 6 months *before* your intended retirement effective date.  
PLEASE PRINT ALL INFORMATION.**

Follow these instructions **carefully and completely** to avoid delays in processing your benefit or providing a benefit estimate.

1. Read and respond to each applicable section or question. All requested information is necessary to process your application and to determine the maximum amount of service and benefits for which you may qualify. If a section or question does not apply, please mark it "N/A" for not applicable.
2. Along with your application, you must provide legible copies of proof of age (for you and your spouse - see page 7) and any Qualified Domestic Relations Order(s) (if divorced or legally separated). To expedite the processing of your application, you may also wish to include proof of your marriage, your spouse's age, and evidence of your disability (if applicable).
3. If you are considering a Joint & Survivor Annuity and your spouse's name on the Birth Certificate differs from the Marriage Certificate, additional documentation will be required.
4. **Remember to sign and date this application.**
5. If there are misrepresentations in your application, you may jeopardize your benefit payment.

Once the Fund receives your complete application and required documents, we will send an acknowledgement letter. If you do not receive an acknowledgement within 30 days of mailing the application, contact the Fund Office. Please note that the *earliest* effective date for your benefit will be the first of the month following receipt of your application.

The information in your application will be confirmed through Fund records, the Sheet Metal Workers' International Association, Local Union records, the Social Security Administration and other sources. You will receive a written statement of our findings on your eligibility and benefit amounts. You may question or challenge our findings.

If you apply and are eligible for benefits, you will receive ***benefit options*** listing the amounts payable to you, your spouse, or other designated beneficiary. Whenever possible, the Fund sends this information approximately 3 weeks prior to your effective date. You must select a payment option and complete and return several additional forms before your benefit can begin. Once you become eligible for Medicare benefits, you should contact the Fund Office for information on the Fund's supplemental insurance subsidy.

If your claim is denied in whole or in part, you will be sent an explanation of the reason for denial. You can appeal a denial. To appeal, you must ***write*** the Fund office within 180 days of receipt of your denial, and request that your case be considered at the next available Appeals Committee meeting.

**MAIL YOUR COMPLETED APPLICATION WITH ATTACHMENTS TO –**

**SHEET METAL WORKERS' NATIONAL PENSION FUND  
8403 Arlington Boulevard Suite 300  
Fairfax, VA 22031**

**If you have any questions about the National Pension Fund or this application contact us at 1.800.231.4622, by fax at 703.739.7836, or visit our website at [www.smwnpf.org](http://www.smwnpf.org).**



SHEET METAL WORKERS' NATIONAL PENSION FUND  
8403 Arlington Boulevard Suite 300  
Fairfax, VA 22031

**CHECK ONE OF THE FOLLOWING:**

- I WANT TO APPLY FOR INFORMATION ABOUT MY BENEFIT.
- I WANT TO APPLY FOR A PENSION TO BE EFFECTIVE \_\_\_\_\_.

*(If you are applying for a Full Disability Benefit - please refer to page 4)*

**PERSONAL DATA**

NAME \_\_\_\_\_ LOCAL UNION # \_\_\_\_\_  
(First) (Middle) (Last)

SOCIAL SECURITY # \_\_\_\_\_ I.A. MEMBERSHIP # \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(Number) (Street)  
\_\_\_\_\_  
(City) (State) (Zip Code)

PHONE # ( ) \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ (Acceptable proofs are listed on page 9)

CURRENT MARITAL STATUS: (check one)  MARRIED  SINGLE

**If applicable, you must submit a copy of any Qualified Domestic Relation Order(s) (QDRO)**

SPOUSE'S DATE OF BIRTH \_\_\_\_\_ (Acceptable proofs are listed on page 9)

SPOUSE'S NAME \_\_\_\_\_ SPOUSE'S SOCIAL SECURITY # \_\_\_\_\_

**WORK HISTORY INFORMATION**

Name of present or last employer: \_\_\_\_\_

Your last day of work in any capacity with the employer listed above: \_\_\_\_\_

Name of last employer you worked for under a Union collective bargaining agreement.  
\_\_\_\_\_

Last date you were employed with this Union employer \_\_\_\_\_



**UNION MEMBERSHIP:** List below all of the sheet metal local unions of which you have been a member.

DATES OF MEMBERSHIP		LOCAL NUMBER	ADDRESS OF LOCAL UNION
FROM MONTH/YEAR	TO MONTH/YEAR		

List below any Local Union affiliated with the Sheet Metal Workers' International Association that you worked as a permit, an applicant, or apprentice. If available, provide a copy of your Apprenticeship Certificate and indenture papers

DATES OF MEMBERSHIP		LOCAL NUMBER	CLASSIFICATION(S)
FROM MONTH/YEAR	TO MONTH/YEAR		

List below all sheet metal work you performed before you joined a local union.

DATES OF EMPLOYMENT		LOCAL NUMBER	NAME AND ADDRESS OF EMPLOYER(S)
FROM MONTH/YEAR	TO MONTH/YEAR		

**Military Service** – Military service can sometimes count towards pension credit. List below the dates in which you served on **active** duty in the U.S. Armed Services and attach a photocopy of your form DD-214 or other documentation.

<b>ACTIVE DUTY DATES:</b> FROM:	TO:
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Periods of disability may help avoid a break in service. Provide the following data if applicable.

DATES OF DISABILITY		DESCRIPTION OF DISABILITY
FROM MONTH/YEAR	TO MONTH/YEAR	



**Vesting Service** - Work for a Contributing Employer in management or other position - not covered by a Collective Bargaining Agreement - might count for vesting (special rules apply). List below any such work.

DATES OF EMPLOYMENT		NAME OF EMPLOYER / ADDRESS
FROM MONTH/YEAR	TO MONTH/YEAR	

**Non-covered Sheet Metal Service** is any work (with or without the tools) for a company doing sheet metal work, which does not have a Collective Bargaining Agreement between the Union and the employer. List below any such work.

DATES OF EMPLOYMENT		NAME OF EMPLOYER / ADDRESS
FROM MONTH/YEAR	TO MONTH/YEAR	

**INFORMATION ABOUT THE FULL DISABILITY BENEFIT**

In order to qualify for this benefit a Participant must meet the following conditions:

- 1) The U.S. Social Security Administration has found him or her to be disabled as verified by proof of approval for Social Security Disability Insurance;
- 2) He must have earned a minimum of 10 years of Pension Credit, which must include a minimum of 5 years of Future Service Credit;
- 3) He worked in Covered Employment for at least 435-hours in the 24-month period that immediately preceded the date that he was found to be disabled by the U.S. Social Security Administration;
- 4) He has not at any time performed any work in the Sheet Metal Industry that was not covered by a collective bargaining agreement between the Union and the employer. (It should be noted that the Plan provides a limited opportunity to restore eligibility); and
- 5) **The Participant has not attained age 55.**

If eligible, the monthly amount of a Full Disability Benefit will be equal to the monthly amount of the early retirement pension that the Participant would have been eligible to receive if he were age 55 on the effective date.

In order to be considered for a Full Disability Benefit you **must** complete this application and include a copy of proof of approval for Social Security Disability Insurance benefits from the U.S. Social Security Administration.



**DESIGNATION OF BENEFICIARY**

As a Retiree, I hereby designate the following named beneficiary (ies) to receive the amount of **pension benefits**, if any, payable at my death, under the Rules and Regulations of the Sheet Metal Workers' National Pension Fund. I reserve the right to revoke and change this designation at any time by giving written notice to the Fund Office in the form designated by the Trustees.

Name of Primary Beneficiary: \_\_\_\_\_

Relationship: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address of Primary Beneficiary: \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

Name of Successor Beneficiary: \_\_\_\_\_

Relationship: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address of Successor Beneficiary: \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

If you wish to name additional beneficiaries, use an additional piece of paper listing the above information. Be sure to indicate if the designation is Primary or Successor beneficiary.

**NOTE:** This form is NOT intended to designate a Beneficiary (ies) for any Pre-Retirement Death Benefits that may be due if your death were to occur prior to your retirement. In that event, the Plan provides that **if** a benefit is payable it would be paid in equal share as follows:

- to your spouse, if you are not married
- to your children, if you have no children
- to your parents, if you do not have parents,
- to your siblings.

If none of the persons listed above survive you then no benefits are payable under the Plan.



**CERTIFICATION, SIGNATURE AND DATE** – By my signature, I certify that:

- ◆ I have read the instructions to this application and completed it to the best of my knowledge information and belief.
- ◆ I understand that my eligibility for benefits and the amount of my benefits are based on the accuracy of this application and other material and information I have provided to the Fund.
- ◆ ALL of the statements found in this application and in any other material I have submitted to the Fund are complete and accurate.
- ◆ I understand that I am ineligible for pension or disability benefits if I am working in Disqualifying Employment. (See pages 7-8 for details)
- ◆ The Trustees have the right to recover any payments made to me in error, or payments made because of any false or incorrect statements -- whether deliberate, or by accident, mistake or misunderstanding.
- ◆ I must notify the Fund Office of any change in my personal, marital or employment status.
- ◆ I agree to be bound by all Plan Rules and Regulations as a condition of receipt of benefits.
- ◆ The NPF has my permission to contact employers to obtain information necessary to complete my application.

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Signature of Applicant

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Date Signed



## SUMMARY OF DISQUALIFYING EMPLOYMENT

In order to receive a benefit from the Sheet Metal Workers' National Pension Fund, you must be retired, and continue to stay retired (the only exception is if you have not reached retirement age and qualify for and are receiving a disability benefit because you continue to meet the Plan's disability benefit criteria).

You will not be considered "retired" under the Plan, if you are working in "Disqualifying Employment," even if you have stopped performing work that requires contributions to be made to the Fund. Therefore, you will not be eligible to establish an Effective date of Pension and begin to receive a benefit from the Fund if you are working in Disqualifying Employment. Further, if you work in "Disqualifying Employment" after your Effective Date of Pension, your benefit will be suspended. This is a summary of what is meant by the term "Disqualifying Employment." This is only a summary. The complete definition can be found in Section 8.06 of the Plan, and it controls over anything contained in this summary.

As you can tell from this summary, the Plan's definition of "Disqualifying Employment" is very broad, and opportunities for any type of construction-related work after retirement are very limited. NEITHER THE UNION NOR ANY REPRESENTATIVE OF THE UNION IS AUTHORIZED TO GIVE ANY ADVICE REGARDING BENEFITS UNDER THE FUND OR DISQUALIFYING EMPLOYMENT. Always contact the Fund office IN WRITING if you have questions about your benefits and you should submit a written request to the fund office before doing any type of work on or after your effective date of pension to determine whether it might be considered "disqualifying employment."

### DISQUALIFYING EMPLOYMENT BEFORE REACHING NORMAL RETIREMENT AGE (65)

If you are under age 65 (Normal Retirement Age), you are considered to be working in "Disqualifying Employment" if you perform work (whether *paid or unpaid*):

- for a Contributing Employer (whether or not contributions are required to be made for your work);
- for an employer who is in the **same or related business** as a Contributing Employer or in **any business** which is **under the jurisdiction** of the Sheet Metal Workers' International Association; or
- for yourself (**self-employed**) in the **same or related business** as a Contributing Employer or in **any business** which is **under the jurisdiction** of the Sheet Metal Workers' International Association.

Additionally, work in "Disqualifying Employment" includes any employment in the "**Sheet Metal Industry**" that is not covered by a collective bargaining agreement between an employer and the "Union" (that is, the Sheet Metal Workers' International Association or a Local Union chartered by it). The full definition of the term "Sheet Metal Industry" is contained in Section 1.35 of the Plan (a copy of the Plan can be viewed at [www.smwf.org](http://www.smwf.org)).

In summary, work in the "Sheet Metal Industry" would be any and all of the following types of work (*paid or unpaid*):

- work that is covered by any of the collective bargaining agreements to which the Union is a party (NOTE: this may not be the same as the collective bargaining agreement in your Local); or
- work that is under the trade jurisdiction of the Union (as described in the Sheet Metal Workers' International Association's constitution); or
- work in a related building trade (NOTE: this can include such things as carpentry, electrical work, plumbing, as well work performed by any of the building trade unions (such as the Teamsters, Laborers, Iron Workers, etc.); or

- any other work that can be assigned to, referred to, or performed by a sheet metal worker because of his or her skills and training as a sheet metal worker (NOTE: this includes – but is not limited to -- ANY skills and training acquired by a sheet metal worker in an apprenticeship or training program, as a result of routinely working on a construction site or other type of worksite, or as a result of performing any type of specialty work).

Unless some limited exceptions apply, any amount of the type of work described above, paid or non-paid in any month will disqualify you from receiving a pension payment for that month. In addition, effective July 2003, any work in Disqualifying Employment that occurs after this date and before you reach Normal Retirement Age (age 65), your pension will be subject to suspension the greater of:

- the number of months worked in Disqualifying Employment
- a minimum of 3 months.

Effective 9/1/88, any employment in the Sheet Metal Industry that is not covered by a Union collective bargaining agreement will result in an additional suspension of benefits of 6 months for each calendar quarter in which such employment was performed. (Note, if you are age 62 or older, you may be able to engage in limited employment as described in the following section).

#### **Exceptions for Certain Employment after Age 62 and Before Normal Retirement Age (65)**

A Pensioner who has attained age 62, but not Normal Retirement Age (65), is able to work and continue receiving a pension, provided he/she works 40 hours or less in a calendar month, and the work being performed is covered by a Collective Bargaining Agreement between the Union and the Pensioner's Employer, or is for a Related Organization or an apprentice/training fund that is affiliated with the Union.

#### **Disqualifying Employment after Attaining Normal Retirement Age**

If you are age 65 or older, the Fund will suspend your monthly benefit for any months, in which you work more than 40 hours in a calendar month in Disqualifying Employment. Disqualifying Employment is employment or self-employment:

- in an industry covered by the Plan when your pension payments began,
- in a geographic area covered by the Plan when your pension payments began, and
- in any trade or craft in which you worked at any time under the Plan.

You are required to report to the Fund Office in writing within 21 days of starting any work of this type.

#### **Disability Benefit**

To maintain eligibility for a Full Disability Benefit, a Participant must be totally unable to return to employment in the Disqualifying Employment or any other field of employment as verified by continued entitlement to disability benefits from the U.S. Social Security Administration. If at any time Social Security rescinds their disability benefit, the Pensioner will lose entitlement to a Full Disability Benefit with the Fund.

A Pensioner receiving a Full Disability Benefit shall report in writing to the Fund Office any and all earnings from any employment within 15 days after the end of each month in which he or she had earnings in any sort of employment. If a Pensioner receiving a Disability Benefit works in Disqualifying Employment, the Fund will terminate his or her disability benefit.

After retirement, upon request by the Plan, you may be required to furnish proof that you are still disabled and/or retired by providing information or earnings, continued receipt of disability benefits from the U.S. Social Security Administration, or any other information, which the Trustees may require. Failure to provide the requested information will lead to a suspension of benefits.



## PROOF OF AGE

You must furnish proof of age using one of the documents listed below. You must attach a copy of your proof of age to your application. A copy of your birth certificate is the best proof. The higher the number associated with the proof, the better it is.

For instance, if you have or can readily obtain a birth certificate; submit it rather than a baptismal certificate or a statement of birth date shown by a church record. If you cannot obtain either of these proofs, go to item number 3. If you don't have item 3, go to item 4, and so on down the list. Don't pick an item lower on the list if a higher item is available. Additional proof of age may be requested if the document that you submit is not convincing proof.

1. A birth certificate.
2. A baptismal certificate or a statement as to the birth date shown by a church record and certified by the custodian of such records.
3. Notification of registration of birth in a public registry of vital statistics.
4. Certification of record of age by the U.S. Census Bureau.
5. Hospital birth record, certified by the custodian of such records.
6. A Medicare card or Certificate of Social Security Insurance Award, if age or birth date is shown.
7. A foreign church or government record.
8. A signed statement by the physician or midwife who was in attendance at birth, as to the date of birth shown on their records.
9. Naturalization record.
10. Immigration papers.
11. Military record
12. Passport
13. School record, certified by the custodian of such records.
14. Vaccination record, certified by the custodian of such records.
15. Marriage records showing date of birth or age certified by the custodian of such records.
16. Other evidence such as notarized statements from persons who have knowledge of the date of birth.

**FEMALE PARTICIPANTS** - If you are applying under your married name, we will require both proof of birth and proof of change of name from your maiden name to your present surname. A copy of your marriage certificate is generally sufficient proof of change of name.



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## IMPORTANT INFORMATION

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### Privacy Act Statement Collection and Use of Personal Information

Section 205(c)(2)(A) of the Social Security Act, as amended, authorizes us to collect this information. We will use the information you provide to obtain earnings data. Furnishing us this information is voluntary. However, failing to provide us with all or part of the information may prevent an accurate and timely decision on any claim filed. We rarely use the information you supply us for any purpose other than to produce an itemized statement of earnings. However, we may use the information for the administration of our programs including sharing information:

1. To comply with Federal laws requiring the release of information from our records (e.g., to the Government Accountability Office and Department of Veterans Affairs); and,
2. To facilitate statistical research, audit, or investigative activities necessary to ensure the integrity and improvement of our programs (e.g., to the Bureau of the Census and to private entities under contract with us).

A complete list of when we may share your information with others, called routine uses, is available in our Privacy Act System of Records Notice 60-0059, entitled, Earnings Recording and Self-Employment Income System. Additional information about this and other system of records notices and our programs is available online at [www.socialsecurity.gov](http://www.socialsecurity.gov) or at your local Social Security office.

We may share the information you provide to other health agencies through computer matching programs. Matching programs compare our records with records kept by other Federal, State or local government agencies. We use the information from these programs to establish or verify a person's eligibility for federally funded or administered benefit programs and for repayment of incorrect payments or delinquent debts under these programs.

**Paperwork Reduction Act Statement** - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 2 minutes to read the instructions, gather the facts, and answer the questions. **Send only comments relating to our time estimate above to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401.**

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