



Mid-America Carpenters Regional Council Pension Fund

12 E. Erie Street Chicago, Illinois 60611

Phone: (312) 787-9455, Option 4 - Fax: (312) 951-3986 - E-mail: retirement@carpenterbenefits.org

Instructions to Pension Applicant Regarding REQUIRED DOCUMENTS

All foreign language documents must be accompanied by a notarized English translation.

If the names shown on your documents for yourself and/or for your spouse are not exactly the same as the names shown on your pension application, please contact the Retirement Benefits Department at (312)787-9455, telephone menu option #4 for further instructions.

We are **accepting copies of documents** (birth, marriage, etc.) instead of requiring originals. If you do not have access to a copier, you may photograph your documents with your smart phone and email them as PDF files to the Retirement Benefits Department at retirement@carpenterbenefits.org. **If you submit these documents via email, it is extremely important that you indicate the carpenter's name, UID number, and a contact telephone number in the body of the email.**

A. PROOF OF BIRTH DATE

One of the following types of proof of birth date must be submitted along with your pension application. If a Joint & Survivor benefit payment form is elected (see Section 6 of the Pension Application) or if your spouse is enrolling in the retiree health benefits, then you must also submit proof of birth date for your spouse.

1. County certified birth certificate [*Hospital birth announcements are not acceptable*]
2. Passport
3. Naturalization Certificate
4. Immigration papers / Permanent Resident Card ("green card")
5. Military record (ex: DD-214) showing date of birth
6. County certified marriage document showing date of birth or age
[*Religious documents (from a church, synagogue, mosque, etc.) are not acceptable*]
7. A certified foreign church or government record.

B. MARRIAGE DOCUMENT

If a Joint & Survivor benefit is elected (see Section 6 of the Pension Application) or if your spouse is enrolling in the retiree health benefits, then you must submit a county certified marriage certificate. Other certificates such as religious document certificates (from a church, synagogue, mosque, etc.), certified domestic partner certificates, or civil union certificates or are **not** acceptable proofs of marriage.

C. PHOTO IDENTIFICATION

You must submit a copy of a government issued photo ID (ex: Driver's License or Passport) for yourself and (if you are married) for your spouse. The photograph on the copy that you submit must be clear.

D. DEPENDENT CHILDREN

If your dependent children are enrolling in the retiree health benefits, you must submit a county certified birth certificate which lists the participant (carpenter) as one of the parents. Additional documents may also be required. Full details are provided on the Definitions and Required Documents listing that is attached to the health benefit Dependent Child Enrollment Form.

E. DIVORCE DECREES / LEGAL SEPARATION PAPERS / QUALIFIED DOMESTIC RELATIONS ORDERS

If you (the carpenter) were previously divorced or are legally separated and you have not already provided the Retirement Benefits Department with a copy of the divorce decree, separation papers, settlement agreement, and/or Qualified Domestic Relations Order, you must submit a documentation along with your pension application.

We require copies of the first and last pages of the divorce decree and a copy of the clause in the property settlement agreement which states that you were awarded your pension benefit with this Fund. If there is not a specific clause in the settlement agreement that pertains to your pension benefit with this Fund, you must submit a copy of the entire settlement agreement.

If a former spouse has claimed an interest in your pension, the processing of your pension benefit may be delayed.