

**UNITED ASSOCIATION NATIONAL PENSION FUND  
PENSION BENEFIT PAYMENT GUIDE**

**Information about the Plan may be obtained from the United Association National Pension Fund (“Fund”) website ([www.uanpf.org](http://www.uanpf.org)).**

**Payments** Monthly pension payments are made at the beginning of the month for which they are due by direct deposit or check.

**Payments by Direct Deposit**

The Fund encourages payment of monthly benefits by direct deposit into your personal checking or savings account. Direct deposit may not be made into a business account or any other person’s account. If you receive your payment by direct deposit, your money is available in your account on the first banking day of the month.

Direct deposit is an efficient and reliable method of receiving your benefits. You avoid the need to deposit a check, and you avoid delays that may arise with payment by check.

To sign up for direct deposit, complete the Direct Deposit Authorization Form available by request from the Fund Office or on the Fund’s website. Submit the completed form to the Fund Office with a pre-printed voided check or savings deposit slip.

The Fund does not send monthly notices of deposit due to the cost of such mailings. Your bank can verify that your money is in your account. You may also view your payment history on our secure webpage. You must first register to do so via the website. On the home page, click on Participants, then select Benefit Payment History and 1099-Rs. You will then have the opportunity to register as a new user. Once registered, you may login and view, print and save documents online, as well as update your personal profile.

If you change your bank or account number, submit a new Direct Deposit Authorization Form to the Fund Office. Should you wish to cancel your Direct Deposit, contact the Fund Office.

**Payments by Check** If you do not use direct deposit, your payment will be made by check, mailed to you on the first business day of the month. If you do not receive your check by the 15th of the month, contact the Fund Office. A stop payment and re-issuance of a monthly pension check will not be made prior to the 15th of the month. The Fund Office requires that you personally endorse each benefit check in ink, as printed on the front of the check.

**Tax Withholding and Reporting**

As required by federal law, the Fund reports all pension benefits to the IRS as pension income, and mails a Form 1099-R to all benefit recipients at the end of January for amounts paid in the previous year. If you do not receive your Form 1099-R by February 15, you should contact the Fund Office for a replacement. You may view your Form 1099-R on the secure portion of the Fund’s website (see above re Payments by Direct Deposit).

**Tax Withholding**

The Fund will withhold money for federal income taxes from your benefit as if you are married and claiming three exemptions unless you opt out of withholding or direct the Fund to withhold a different amount. To do so, complete and submit a Form W-4P, which is available on the Fund’s website or from the IRS at their toll free number (800-829-3676).

The Fund does not provide for the withholding of state income taxes other than for the State of Virginia, which is where the Fund is administered. Virginia requires a VA-4P certificate to be on file for each recipient residing in Virginia. That form is also available on the Fund’s website. You may change your withholding at any time by completing a new Form W-4P or VA-4P certificate.

## **Beneficiary Designation**

Benefits are payable for the life of the Pensioner. Upon the death of the Pensioner, survivor benefits, if any, are payable to the surviving Spouse or to the Beneficiary designated by the Participant on a form that must be received in the Fund Office prior to the Participant's death. Beneficiary Designation Forms are available at your Local Union office, or may be obtained from the Fund Office or the Fund's website. Simply designating your Beneficiary for local fund benefits does not designate your Beneficiary for the Fund.

## **Keep Fund Advised of Changes**

Please promptly notify the Fund Office in writing of changes in status or if any information – such as your name or address – is incorrect on a check or correspondence you receive from the Fund.

## **Upon Death**

A family member, representative, joint account holder, or friend must promptly contact the Fund Office when a Pensioner or Beneficiary dies. If a pensioner dies, benefit payments to the pensioner are required to end. If the Fund office continues paying because it does not know about the death, no one has any entitlement to those payments; nor may anyone lawfully take those payments for their own use. Upon receipt of a certified copy of the death certificate, the Fund will determine survivor benefits, if any, and advise the spouse or Beneficiary in writing.

## **Change of Address**

It is important to keep the Fund Office advised of your current address even if you receive payment by direct deposit. You can submit a change of address on the Fund's website or you may send your new address to the Fund Office by U.S. mail.

## **Change in Marital Status**

Please notify the Fund Office of any change in your marital status. These events may result in changes in your benefits. For example, if

you are receiving your pension in a Joint and Surviving Spouse form and your spouse predeceases you, you may be entitled to an increase in the amount of your benefit to the unreduced single life amount. There is no increase of this sort in the event of a divorce, however.

If you get divorced, your former spouse may be entitled to receive part of your pension under a Qualified Domestic Relations Order (QDRO). More information about QDROs is available in the Fund's QDRO Booklet, Form #94, which may be obtained from the Fund Office or the Fund's website. If you have designated your spouse as your beneficiary, divorce does not void that designation, so you may want to change your beneficiary designation as noted above.

You should also advise the Fund if you get married. Note, however, that the surviving spouse portion of the joint and surviving spouse form of benefit is not applicable to a new spouse that you were not married to when your pension first started.

## **Change of Name**

If you change your name, such as due to a divorce or marriage, please notify the Fund Office of the change in writing along with a certified copy of the legal document that effected the name change.

## **Return to Work or Loss of Benefits**

You must notify the Fund Office if you return to work after retirement or if you lose eligibility for Social Security Disability benefits. See discussion below.

## **Verification Actions by Fund**

The Fund Office makes every effort to ensure that benefits are being paid in the correct amount to the intended recipient. For that reason, the Fund Office will periodically ask for information from you to verify that your benefits are in fact being received by you. For example, the Fund Office may occasionally request that you complete a new Signature Form before a notary.

## **Disability Pensioners**

If you are receiving benefits under the Disability Pension provisions of the Plan, your continued entitlement is dependent upon your continued receipt of Social Security Disability Benefits. The Fund Office will periodically request that you submit verification from the Social Security Administration of your continued eligibility for Social Security Disability Benefits.

If you return to any kind of work, even on a trial basis, or if you lose your entitlement to Social Security Disability Benefits, you must notify the Fund Office immediately.

## **Verification of Pension Income**

Should you need a verification of your pension income, you should submit to the Fund Office a written authorization for release of information to a third party. The authorization should specifically name the United Association National Pension Fund as the organization to which it is addressed, should state the pension benefit information to be provided, and must have a current date. It normally takes 3-5 days for us to respond, which will be by U.S. mail.

## **Durable Power of Attorney**

Should mental incapacity prevent you from handling your day-to-day affairs, the Fund Office will make the payments due to you through your legal agent, such as a Guardian, Conservator or Power of Attorney. A Guardian or Conservator is appointed by a court to manage the affairs of someone who is incapacitated. In the absence of a Guardian or Conservator, the Fund will honor a durable Power of Attorney.

A Power of Attorney is a legal document you create to give someone you select, such as a trusted family member or friend, the authority to take actions on your behalf that you would normally do for yourself, such as receiving and endorsing your pension checks. If a Power of Attorney is durable, it remains valid and effective even if you become incapacitated and unable to make decisions for yourself.

Otherwise, the Power of Attorney ends upon your becoming incapacitated. If you do not have a Durable Power of Attorney, you may want to seek legal advice about whether to obtain one.

## **Pensioners Returning to Work**

To receive a pension from the Fund, you must first cease all work in the plumbing and pipefitting industry with the intent to retire.

After you retire, you must notify the Fund Office immediately if you return to any work in the industry. If you are under age 65, your pension will be suspended (not paid) for each month worked in the industry and for an additional 6-month period. Failure to notify the Fund Office within 30 days of returning to work will result in an additional 6-month penalty suspension. Should you consider returning to any work related in any way to the trade or industry, you should consult the Fund Office to determine if the work would result in a suspension of your benefits.

Once you attain age 65, your pension will be suspended only if your return to work is for 40 or more hours in a month.

Beginning on April 1 following the calendar year in which you attain age 70½ (if you attained 70 ½ before 12/31/19); 72 ( if you attained 70 ½ after 12/31/19 and 72 before 12/31/22); 73 (if you attain 72 after 12/31/22);), a separation from employment is not required to start a pension, and benefits are no longer subject to suspension regardless of the number of hours worked.

A more detailed summary of the suspension provisions of the Plan may be obtained upon request from the Fund or on the Fund's website. Be sure to review these provisions before you consider returning to work at any age. The rules on returning to work do not apply to Beneficiaries.

The forms discussed in this Guide are available at the Fund's website ([www.uanpf.org](http://www.uanpf.org)).

**Please discuss these matters with your family. Keep this information with your important records.**