

SOUTHERN NEVADA CULINARY & BARTENDERS PENSION PLAN



JULY 2007

Applying For Your Pension Benefit

For over 30 years the **Southern Nevada Culinary and Bartenders Pension Plan** has been providing eligible participants with exceptional retirement benefits. Your benefits are based on your years worked in the industry and they are designed to provide you with more financial opportunities. As a Plan participant, you pay nothing out-of-pocket and you become automatically covered by the Pension Plan on the first day contributions are made on your behalf by your employer. The pension benefits are possible through contributions made by your employer under a collective bargaining agreement with the Culinary and Bartenders Unions.

Your Pension Benefit:

As you continue to work in a covered employment position you have the opportunity to become fully vested in the Pension Plan. When you are vested, you are guaranteed a benefit even if you leave the industry or move out of state. As a vested participant, you may apply for an ***Early Retirement** benefit beginning at age 55 or a ****Regular Retirement** benefit beginning at age 62. Your pension benefit along with Social Security and savings/investments may play a vital role in helping secure your retirement plans.

This newsletter is intended to provide you with information about the Pension Plan as well as the application process associated with the Early Retirement and Regular Retirement benefits. Eligible participants near retirement age may find this information especially useful since there are several sections that will provide answers to questions often asked by other participants.

***Under current rules, to be eligible for an Early Retirement benefit, you must be at least 55 years of age, but younger than age 62, and you must be vested by having earned five (5) years of pension credits without having incurred a permanent break in service.**

****Under current rules, to be eligible for a Regular Retirement benefit, you must be at least 62 years of age, and you must be vested by having earned five (5) years of pension credits without having incurred a permanent break in service.**

Know Your Retirement Needs!!

To obtain more information about your Pension Plan and the application process, please call the Pension Office at **(702) 369-0000** or visit us on-line at **www.culinarypension.org**.

The Application Process



to begin the process of obtaining required documentation, review work history and benefit options. Please remember that if you apply for an Early Retirement benefit, you must not be working full-time in a covered employment position when it comes time for the pension payments to start.

Scheduling An Appointment:

Contact the Pension Office to schedule an appointment to apply for a benefit. An appointment usually takes about an hour. However, your appointment could take longer depending on your specific situation. Please make sure to bring the required documentation with you (see Required Documentation section). During your appointment, a processor will cover various topics and will provide an estimate of your monthly benefit payments. Please note that the benefit will not be paid until your application is approved.

Required Documentation:

There are certain documents that you must submit to show that you are eligible to receive a pension benefit. For example, if you are married, you will be required to provide a certified copy of your marriage certificate. If you are divorced, you will be required to provide a certified copy of the divorce decree. If you are a widow, you will be required to provide a certified copy of your spouse's death certificate. **All name changes require certification** explaining the reason or cause for the name change. In the event that you are missing required documents, the Pension Office will assist you in obtaining the documentation free of charge. Please remember that **all documents provided must be original or notarized copies.**

An eligible participant applying for an Early Retirement or a Regular Retirement benefit may submit an application 90 days before the month he or she first becomes eligible for benefits (for Early Retirement, the month after the participant turns age 55; and for Regular Retirement, the month after the participant turns age 62). You are encouraged to visit or contact the Pension Office at least one year before applying for a benefit



For proof of **age**, you may submit **ONE** of the following documents:

- ✓ Birth certificate.
- ✓ Baptismal certificate or statement as to the date shown by a church record, certified by the custodian of such record.
- ✓ Notification of registration of birth in a public registry of vital statistics.
- ✓ Certification of record of age by the U.S. Census Bureau.
- ✓ Hospital birth record, certified by the custodian of such record.
- ✓ Foreign church or government record.
- ✓ Signed statement by the physician or midwife who was in attendance at birth, as to the date of birth shown on their records.
- ✓ Naturalization record.
- ✓ Immigration papers.

OR you may submit **TWO** of the following documents:

- ✓ Driver's License.

- ✓ Military record.
- ✓ Passport.
- ✓ School records, certified by the custodian of such record.
- ✓ Vaccination records, certified by the custodian of such record.
- ✓ Insurance policy (at least ten years old), which shows the age or date of birth.
- ✓ Marriage records showing date of birth or age (application for marriage license or church record), certified by the custodian of such record; or marriage certificate.
- ✓ Other evidence such as signed affidavit statements from persons who have knowledge of the date of birth.
- ✓ Report of Confidential Social Security Benefit Information. (Form SSA-L634 or Form SSA-2458)
- ✓ Immigration & Naturalization Alien Registration Card.

Contacting The Pension Office:

If you have any questions about your Pension Plan, we encourage you to:

Visit the Pension Office at 1820 E. Sahara Ave., Suite 314 (near the intersection of Burnham and East Sahara - on the third floor).

Call the Pension Office at (702) 369-0000.

Fax the Pension Office at (702) 893-0414. Your fax should include your name, telephone number, Social Security number and number of pages you are sending.

E-mail the Pension Office at support@culinarypension.org.

Send written requests via mail to the address on the back of this newsletter. Your letter should include your name, telephone number and Social Security number.

Questions & Answers Section

I just applied for a Regular Retirement benefit, when can I expect my first check?

Provided that all of your hours are received from your employer and the required documentation has been obtained, you should receive your first check in approximately 3-4 months after your completed application is received by the Pension Office.

Can I apply for a benefit if I can't come to the Pension Office?

Yes. Please send a written request to the Pension Office to obtain an application (the address is on the back of this newsletter). Your written request should include your name, address, telephone number, and Social Security number. You will receive an application packet and a list of required documents in the mail. Mail the completed application (with your signature notarized) and the documents to the Pension Office. If you send your original documents, they will be returned to you once the pension process is completed or you can provide notarized copies of the required documentation.

Can I receive my benefit amount in a lump sum instead of monthly payments?

If you are eligible for a Regular Retirement benefit, you can elect to receive up to 50% of your pension benefit (up to \$50,000) in a lump sum payment. The remaining amount will be paid to you on a monthly basis. Keep in mind that your benefit payments, including a lump sum payment are considered ordinary income, and therefore are taxable. **The lump sum option is only available to participants eligible for a Regular Retirement benefit.**

I am currently receiving an Early Retirement benefit, can I apply for a Disability Benefit if I become disabled?

No. You are only allowed to receive one type of benefit upon retiring.

Can I continue working full-time while receiving my monthly pension benefit?

Under a Regular Retirement benefit, you may continue working full-time in a covered employment position.

Under an Early Retirement benefit, working 40 or more hours per month in a covered employment position will cause your benefit to be suspended for that month.

Under a Disability Benefit, you cannot work in a covered employment position.

I am married and I will be retiring in two years. Can I designate my child as my beneficiary instead of my spouse? What happens if my beneficiary dies?

You do not designate a beneficiary until you apply for a benefit. Since you are married, your spouse will automatically become your beneficiary unless your spouse waives the survivor benefit. If your **spouse dies before** you begin receiving a benefit, you may be able to designate another beneficiary. If your **spouse dies after** you begin receiving a benefit, you will not be able to designate another beneficiary.

Should you have additional questions regarding the application process or another topic, please call the Pension Office at (702) 369-0000.

Sección de Preguntas & Respuestas

Yo apliqué para un beneficio de Jubilación Regular. ¿Cuándo recibiré mi primer cheque?

Si todas sus horas se reciben de su empleador y los documentos requeridos se obtienen, usted puede recibir su primer cheque en aproximadamente 3-4 meses después de que la Oficina de Pensión reciba su aplicación.

¿Puedo aplicar por un beneficio si no puedo ir a la Oficina de Pensión?

Sí. Por favor mande una carta a la Oficina de Pensión para obtener una aplicación (la dirección se encuentra en la última página de este folleto). Su carta debe de incluir su nombre, dirección, número de teléfono, y número de seguro social. Usted recibirá una aplicación y una lista de documentos requeridos por correo. Envíe la aplicación llena (con su firma notariada) y los documentos a la Oficina de Pensión. Si usted nos manda sus documentos originales, esos documentos serán devueltos a usted cuando el proceso de la pensión esté completo o usted puede proveer copias notariadas de los documentos requeridos.

¿Puedo recibir la cantidad de mi beneficio en un solo pago en vez de recibir una mensualidad?

Si usted es elegible para un beneficio de Jubilación Regular, usted puede elegir a recibir hasta 50% de su beneficio de pensión (hasta \$50,000) en un solo pago (también llamado una suma global). El resto de la cantidad del beneficio será pagado en una mensualidad. Tenga presente que sus pagos de beneficio incluyendo una suma global se consideran como ingreso ordinario, y son sujetos a pagar impuestos. **La opción de recibir una suma global es disponible solamente a participantes elegibles para un beneficio de Jubilación Regular.**

Actualmente recibo un beneficio de Jubilación Temprana. ¿Puedo aplicar para un Beneficio por Incapacidad si sufro una incapacidad?

No. Usted solamente puede recibir un tipo de beneficio cuando se jubile.

¿Puedo continuar trabajando a tiempo completo mientras recibo mi beneficio de pensión mensual?

Bajo un beneficio de Jubilación Regular, usted puede continuar a trabajar a tiempo completo en una posición de empleo cubierto.

Bajo un beneficio de Jubilación Temprana, si usted trabaja 40 horas o más al mes en una posición de empleo cubierto, su beneficio será suspendido por ese mes.

Bajo un Beneficio por Incapacidad, usted no puede trabajar en una posición de empleo cubierto.

You estoy casado y me voy a jubilar en dos años. ¿Puedo designar mi hijo a ser mi beneficiario en vez de mi cónyuge? ¿Qué pasaría si mi beneficiario fallece?

Usted no puede designar un beneficiario hasta que aplique por un beneficio. Al estar casado, su cónyuge será automáticamente designado como su beneficiario a menos que su cónyuge renuncie su derecho a un beneficio para sobrevivientes. Si su **cónyuge fallece antes** de que usted empiece a recibir un beneficio, usted podrá designar a otro beneficiario. Si su **cónyuge fallece después** de que usted empiece a recibir un beneficio, usted no podrá designar a otro beneficiario.

Si usted tiene más preguntas sobre el proceso de la aplicación u otros temas, por favor llame a la Oficina de Pensión al (702) 369-0000.

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www.culinarypension.org
www.pensionculinaria.org

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Change of address?

If you have recently moved, please mail us your new address and phone number as soon as possible to the address above.

¿Cambio de dirección?

Por favor notifique la oficina por escrito si se ha mudado recientemente. Envíenos por correo su nueva dirección y número de teléfono a la dirección indicada arriba.

