



# Retirement Services Signature Verification Project

## Frequently Asked Questions

### **1. I received a letter in the mail requiring my signature, do I have to complete and return the affidavit?**

Yes, this form must be signed in the presence of a notary and returned to the Fund Office by August 31, 2025. The form can be emailed as a PDF attachment to [pensionverification@nyccbf.org](mailto:pensionverification@nyccbf.org), mailed in the enclosed self-addressed return reply envelope.

*\*Downloading the **Adobe Scan App** can allow participants to take a photo of their documentation and convert their photo to a PDF.*

### **2. What is the purpose of this letter?**

One of the greatest responsibilities of the Plan is ensuring that our retirees and beneficiaries are receiving their monthly pension benefit as expected.

The most efficient way for us to confirm this is to obtain and verify with the participant's signature. This process also helps us to locate retirees and beneficiaries who have moved and aren't receiving important communications from the Pension Plan.

It is our fiduciary responsibility to ensure all participants are receiving their benefits and to protect the assets of the plan by the prevention and detection of fraud.

The Plan must confirm our participants are still alive, and therefore eligible to receive their benefits. It's a significant process intended to prevent fraud and the illegal collection of pension benefits by ineligible parties.

### **3. What happens if I do not return this letter?**

If the affidavit is not returned, Pension benefits will be suspended as of October 1st and WILL NOT be reinstated until we can confirm the participant is alive and eligible to receive their benefit. It can take up to 60 days to reinstate their pension benefit.

### **4. Can I visit the Fund Office to complete this form, or drop the form off?**

**Yes**, participants can visit Member Services (M – F, 7 am – 4:45 pm) to complete, or drop off their affidavit. A valid State ID that is not expired will be required.

## **5. Will I receive this letter every year?**

Historically, the Fund has issued this affidavit every several years. 2019 was the last time we issued this letter and affidavit.

## **6. I am homebound, how can I complete this form?**

A visiting nurse, or physician can complete the physician's affidavit in lieu of the retirement affidavit. Only one of these forms is required to be returned to the Fund Office.

Alternatively, the participant can explore a mobile notary who can visit their home to witness their signature and notarize the affidavit. *\*The affidavit must be signed in the presence of a notary. The signature date and the notary date must be the same date.*

## **7. I reside abroad and notaries are not available; what can I do to avoid a suspension to my pension benefit?**

Retirees residing abroad may visit a US Consulate, or use an "Apostille", or "Clergy" to witness their signature on the Signature Verification Affidavit. Alternatively, they may also elect to have a physician complete the physician's affidavit.

## **8. Can a power of attorney (POA) sign on behalf of the participant?**

Yes, if the Fund Office has a current POA on file, they may sign on behalf of the participant. If the POA is over 3 years old, a POA Principal (member) Affidavit, or a POA Agents Affidavit must be completed and approved by the Fund before the signature affidavit (signed by the POA) is accepted.

Alternatively, a physician's affidavit can be completed on behalf of the participant.

## **9. Regarding the "return by" or due date, does this affidavit have to be postmarked or received by that date?**

To avoid suspension in benefits, the completed affidavit must be received by the Fund Office by August 31, 2025. Affidavits received after August 31, 2025, are not guaranteed to be processed in time to avoid a temporary suspension in benefits.

## **10. What if the participant is reported as deceased?**

The Fund Office should complete a Notice of Passing Form, obtain the informants' name and contact information and forward the Notice of Passing to the Welfare Fund and Pension Fund. The Fund will attempt to recoup any benefit paid after the participant passed away.

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## **11. As a retiree, am I allowed to work?**

Yes, a participant may work up to 39.50 hours in covered employment per month without any impact to their Pension benefit.

If a participant plans to work 40 hours or more, they must notify the Fund in writing 30 days prior to working.

The participant must also notify the Fund in writing 30 days prior to when they will cease working. Pension benefits will resume starting the month following the last month for which benefits were suspended, with payments starting no later than the 3rd month following the last suspension.

## **12. What happens if I return to work and do not notify the Fund that I have returned to work?**

When a retiree works 40 hours or more, it's considered disqualifying employment and there will be an impact to their monthly pension benefit.

Pension payments will be suspended for every month in which a participant works 40 or more hours per month.

If a participant works for 6 consecutive months, they will no longer be considered a retiree, and they'll need to cease working and re-apply for their pension benefit by completing a new Pension Application.

If it's determined a participant has failed to notify the Fund they are working in disqualifying employment and they are still receiving a monthly pension benefit; the following steps will occur:

- The penalty for the first violation will be waived and the pension benefit for one month will NOT be suspended. The waiver is strictly limited to ONE month.
- The penalty for the second violation will be a suspension of their monthly pension benefit.
- The penalty for a third violation would result in a 25 % deduction from future pension benefit payments until the overpayment is satisfied.