

2017 Pensioner Declaration

Members would have recently received a 2017 Pensioner Declaration. This is an audit notice that requires the Member to confirm they are still living and entitled to a monthly pension benefit. The form **must be signed by the Member or a Power of Attorney. The form must also be witnessed.** If you are the assigned Power of Attorney, you must complete the back of the form and return it along with a copy of the legal Power of Attorney document.

We have received a number of calls from Members with questions regarding the Declaration. Please see the following questions and answers.

1. Who can sign as my witness? Anyone over the age of 18 can sign as a witness, this includes spouses and family members.
2. Does the Declaration need to be notarized? No, the form only needs to be signed and witnessed.
3. Can I fax or email the Declaration once I complete it? We request all members return the original notice sent to the Plan office. The reason why is there is a barcode on the form the Plan office uses to scan your response into the Plan's retirement system. If the member scans the notice to be emailed or fax the form, the lines in the barcode don't always transfer clearly and the results are the barcode becomes unusable for the Plan office.
4. Are we going to receive this Declaration every year? No, the Declaration is sent every 3 to 4 years. The last audit was in 2013.
5. Who signs the notice if the Member is no longer capable and there is no Power of Attorney? Only the Member or the Power of Attorney can sign the form. We suggest if no Power of Attorney is currently in place that a caregiver apply for the appointment. This would allow them to legally sign on the Members behalf. Please note: in order for the Member to continue to receive their monthly benefit a person in a legal position must sign and return the Declaration in order to avoid the suspension of the Member's monthly benefit.

If you have questions regarding the Declaration and the answer is not included on this notice please contact the Plan office.

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