

Municipal Employees' Annuity & Benefit Fund of Chicago (MEABF)
321 North Clark Street, Suite 700 Chicago, Illinois 60654

Frequently Asked Questions on The Pension Benefit Verification Process

1. If I receive a form in the mail, do I have to complete and return it?

Yes. DO NOT DISCARD THIS FORM. DO NOT IGNORE IT. A completed form with your notarized signature must be returned to the MEABF and postmarked by **JUNE 30, 2012**.

2. What happens if I do not complete and return the form?

If you do not return your completed form by the due date indicated on the form, **the Board of Trustees might suspend payment of your benefit** until MEABF receives the completed form.

3. Can I come to the MEABF Office to complete the form?

If you need assistance in completing the form, we encourage you to CALL the MEABF Office at (312) 236-4700 so we can assist you by phone rather than you making a special trip. We have recently moved to a new office location that enforces tighter security procedures.

If you decide to come to the MEABF Office, please schedule an appointment and bring a current State ID, Driver's License or U.S. Passport with you. Expired ID's will not be accepted. Our office is located at 321 North Clark Street, Suite 700; Chicago, IL, and is open from 8:00 a.m. to 4:30 p.m.

4. What is the purpose of this form?

In order to ensure that benefits are still being paid to the intended recipients, we must confirm that they are still alive and therefore eligible to receive benefits.

This is a very serious process intended to prevent the illegal collection of pension benefits by ineligible parties. It is illegal for an ineligible party or a joint account holder to collect or cash a deceased person's pension benefits and may be a crime punishable under law. Under Illinois law (P.A.97-0651), MEABF is required to report reasonable suspicion of a false statement or falsified record to the State's Attorney.

5. Can I fax my Pension Benefit Verification Form to MEABF?

No. The original form and notarized signature must be on file at MEABF.

6. Regarding the "return by" date - does my Pension Benefit Verification Form have to be postmarked or received by that date?

The completed form must be returned postmarked by **JUNE 30, 2012**. If MEABF does not have your signed and notarized form by the return date, then you risk having your benefits suspended. So, we encourage you not to wait until the last minute to return your form. To ensure proper delivery, please use the pre-addressed reply envelope that we provided to you.

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PENSION VERIFICATION FORM DUE BY JUNE 30, 2012

7. Why does MEABF need emergency contact information?

The information that you provide will be used ONLY in the event we cannot contact you. In case of your death, we may need to contact the person identified as your emergency contact to inform them of any remaining benefits payable to your estate.

8. Why does MEABF need to know if I am working at the City of Chicago or Board of Education?

While receiving pension benefits, you CANNOT go to work for the City of Chicago or the Board of Education. Doing so may put your entitlement to pension benefits in jeopardy. Please notify us immediately if you have gone back to work for the City of Chicago or the Board of Education.

9. Why does my signature have to be notarized?

To ensure that you, the person who earned the benefit, are the person who is receiving the benefit. It is necessary that a notary public, a public servant who is legally responsible for verifying your identity, witness your signature on the form.

10. Where can I find a notary public?

You can usually find someone who is a notary in businesses and offices that regularly handle legal documents, such as in:

- City and town clerk's offices
- Local banks
- Attorneys' offices
- Travel agencies

11. I am the caregiver for the benefit recipient who is housebound and unable to obtain a notary's signature. What should we do?

If the benefit recipient is housebound and is unable to obtain a notary's signature, please:

- Review and complete Section I of the form with the benefit recipient;
- Have the benefit recipient sign on the line provided for Annuitant Signature;
- Contact MEABF at (312) 236-4700 to obtain MEABF's Physician's Report Form. The member's primary physician will fill out this form; and
- Return the Pension Benefit Verification Form and the Physician's Report Form together in the reply envelope enclosed.

12. The benefit recipient is in a nursing home and is unable to obtain a notary's signature. What should we do?

If the benefit recipient is in a nursing home and is unable to obtain a notary's signature, please:

- Review and complete Section I of the form with the benefit recipient;
- Have the benefit recipient sign on the line provided for Annuitant Signature;
- Obtain a letter signed by the administrator or social services director of the nursing home, stating that the benefit recipient is currently a resident in the nursing home; and
- Return the Pension Benefit Verification Form and the nursing home's letter in the reply envelope enclosed.

13. What to do if the benefit recipient is deceased.

If the benefit recipient is deceased, please call the Annuitant Service's Department at (312) 236-4700 as soon as possible. Any deposits or checks issued after the recipient's date of death MUST be returned to MEABF. It is illegal for an ineligible party or a joint account holder to collect or cash a deceased person's pension benefits and may be a crime punishable under law. Under Illinois law (P.A.97-0651), MEABF is required to report reasonable suspicion of a false statement or falsified record to the State's Attorney.