

# The Fund Office Report

Important News About Your Employee Benefit Programs in the  
Construction Trades Branch of Steamfitters' Local 638

Volume 8, Issue 2

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## Vacation Plan Payout Checks

The semiannual Vacation Plan disbursements will be processed the second week of April. For members who have enrolled in direct deposit, also known as Electronic Funds Transfer (EFT), disbursements will be processed on April 10th and the funds should be received in your bank account on file on April 11th. For members who will be receiving a check by mail, checks should be processed and mailed from the Fund Office by Friday, April 12th. You should receive the check by Friday, April 19th, at the latest.

Please remember, you may enroll at any time to have your benefits paid by the Fund Office through direct deposit. To enroll in direct deposit, you can find the EFT Authorization Form online at [www.steamfitters.com/construction-forms.asp](http://www.steamfitters.com/construction-forms.asp) or call the Fund Office at (212) 465-8888, menu option 9 to be mailed a copy of the form. To enroll for direct deposit directly on the member self-service link go to [www.steamfitters.com](http://www.steamfitters.com) and select Construction Trades Benefits and click on "Members Login".

For those members who have direct deposit and have changed or closed the account on file, please contact the Fund Office at the above number immediately.



## My Fund Office

## Fund Office on the Go!

Download our mobile app available in the Apple app store for iOS devices and Google Play for android devices. Our mobile app allows you to: keep track of employer contributions, review your benefit payments, monitor your welfare fund coverage, view documents, view dependent information and designated beneficiaries and message the Fund Office. If you have any questions regarding the Member Self-Service link or the mobile app please contact the Fund Office at (212) 465-8888 option 7 on the main menu.

## Trustee Appointments

Education Fund:	Christopher Kraft Janet Powers Scott Roche Richard Thompson	Pension & Supplemental Retirement Plan:	Daniel Mulligan Peter C. Vrankovic
Labor Management Cooperation Committee:	Scott Roche	Vacation Plan:	Kevin McCarron Andrew McKeon Shane McMorro
Security Benefit Fund:	Shane McMorro Matthew Norton	Welfare Fund:	Jeremy Sheeran





Notary services are available to our members at the Fund Office. Make sure to have proper identification items with you in order to take advantage of these services which are specific to Fund Office forms. Acceptable identification items are state driver's licenses and a non-drivers ID, passports, federal ID's such as military identification cards, state, county and local government ID's.

### Remember Keep Your Pay Stubs

Please review your pay stubs against your Statement of Earnings each quarter. Should a discrepancy ever arise upon reviewing posted hours on your Statement of Earnings against your pay stubs, contact the Remittance Department at (212) 465-8888, option 5. Please be prepared to provide copies of your pay stubs to the Fund Office.

The Steamfitters'  
Industry Fund Office  
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Office Hours  
7:30 am - 4:00 pm  
Telephone:  
(212) 465-8888  
Email:  
[FundOffice@steamny.com](mailto:FundOffice@steamny.com)  
Website:  
[www.steamfitters.com](http://www.steamfitters.com)



## NOTIFICATION OF DIVORCE

### TIMELY NOTIFICATION IS IMPERATIVE



Keeping the Fund Office up to date regarding changes in your life is important. In the event of a divorce, it is imperative for the Fund Office to remove any dependents from coverage whom we should no longer include on premium payments, in order to prevent the utilization of ineligible benefits, to offer COBRA coverage within 60 days from the date of divorce (required by law) and to avoid delaying a prospective retirement process. **Please be aware participants are financially liable for the costs the Welfare Fund incurs due to your non-notification.**

To report a divorce to the Fund Office immediately upon its completion call the Welfare Fund at (212) 465-8888, menu option 4. You will be instructed to submit a full copy of your judgment of divorce document. If your divorce document is not yet available from the court or municipal clerk, you will be required to complete a pre-printed affidavit.

In order to prevent any delays in your prospective retirement process, the Pension Department requires the following divorce documentation to determine whether your former spouse is entitled to a portion of your benefits from the Pension Plan benefits: Judgment of Divorce, Settlement Agreement or Stipulation of Settlement, Findings of Fact and Conclusion of Law. You will be required to furnish these documents when you apply for your retirement benefits. If at that time it is determined that a former spouse is entitled to a portion of your Pension benefits and we do not have the appropriate records on file, it will delay your retirement.

You should also report events such as a change of address, a new spouse, a birth, adoption of a child, your entrance or discharge from military service, disability and changes to your beneficiaries.



## Thinking about Retirement?



If you are thinking about retirement, we encourage you to make an appointment to schedule an interview with the Pension Department. If you already know when you want to retire, be sure to contact the Pension Department at least 3 months prior to your retirement date in order to receive your pension application materials. The application must be completed at least 30 days, but no more than 180 days prior to the effective date.

Also, please be aware that the Pension Fund must verify your age and your legal marital status when you apply for retirement. Make sure to have documentation for you and your spouse; if you are married. Acceptable documents for date of birth and/or marriage are: birth certificates, passports, baptismal certificates, immigration or naturalization papers, marriage certificate and/or a marriage license. If you do not have any acceptable documentation, you should obtain copies of these prior to submitting your retirement application.

Please contact the Fund Office at (212) 465-8888, menu option 3, for the Pension Department.