



Amalgamated Transit Union Local 1596 Pension Fund



WHAT TO EXPECT WHEN I RETIRE (...and When Should I Receive My First Check!)

This is a guide to the pension application process and answers to frequently asked questions.

To commence your retirement, you will need to complete, make a copy for your files and submit the following forms to the Plan Administrator:

Checklist:

- Completed Application for Retirement Benefits
- Updated Designation of Beneficiary Form
- Withholding Certificate for Pension or Annuity Payments (W-4P)
- Direct Deposit Authorization (optional)

The following items must also be submitted to process your pension:

- Copy of Birth Certificate or Driver's License
- Beneficiary Birth Certificate (Only for Optional Survivor Benefits)

For your convenience, these forms and other forms that you might need after retirement (direct deposit, change of address, W-4P Tax Withholding Form) are available on the Plan Administrator's website at www.resourcecenters.com.

You may obtain an estimate of your pension benefits from the website or personally from the Plan Administrator's office. While every attempt has been made to ensure that these estimates are reasonably accurate, they are only estimates and data and calculation errors can occur. Statutes, documents, official interpretations and accurate data necessarily govern the final determination of any benefit.

Your pension becomes effective the first day of the month following your separation from service. Your pension is not prorated for the first month of retirement. For this reason, most retirees separate from service on the last day of the month to avoid any loss in income.

When should I submit my Application for Retirement Benefits?

Your application should be submitted thirty days prior to your last day of service.



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How long can I expect to wait until I receive my first check?

You should receive your first monthly pension check approximately 9 weeks after you receive your final payroll check, but your benefit is retroactive to the first day of the month following your retirement date.

The processing of your pension takes approximately 9 weeks from the date of separation of service. Although this may seem like a long time, there are a significant number of steps and service providers involved in the process and great care is taken to ensure that you receive the correct amount of pension benefits. This process is detailed as follows and includes standard mail delivery time:

Date of Termination - your final day at work!	
LYNX reports to the Plan Administrator your final payroll data including your accrued leave payout.	2 weeks
The Pension Administrator processes your application, prepares your final benefit calculation and forwards your calculation to the Plan's Actuary for review and approval.	1 Week
The Actuary reviews your payroll history and statistical information, prepares a Notification of Benefits Payable and returns it to the Pension Administrator for final processing.	2 Weeks
The Pension Administrator mails you the Notification of Benefits Payable and any other necessary forms for you to select an optional form of payment and then you return the Notification by mail.	2 Weeks
The Pension Administrator, upon receipt of your Notification of Benefits Payable, prepares the necessary authorizations and issues payment.	1 Week
Standard Mail delivery of first check.	1 Week
Total Estimated Time	9 weeks

As you can see, your pension benefit will normally take 9 weeks to begin when you add together the time for each step of the process. While the above schedule is representative of the typical time for each step of processing a pension and your service providers make every effort to expedite the process, unforeseen circumstances may further delay the process (i.e. inaccurate data, hurricanes, lost mail, etc.)



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What should I expect once I submit my application?

At first, you should expect nothing. After you have submitted your application to retire, LYNX will continue to provide the administrator with payroll information through the date of your retirement. The administrator cannot begin to process your application for benefits until all of the final payroll information has been received from LYNX.

When are my benefits issued?

Benefit payments via direct deposit or check are issued for the first day of the month. Direct deposits should be credited to your account on the first business day of the month. In the event that the first calendar day of the month falls on a Saturday, Sunday, or holiday, your funds will not be available until the next business day afterwards.

What can I do to expedite the process?

There are not any actions that a retiree can do to expedite this process other than verifying that the Plan Administrator has initially received your Application. Afterwards, if you would like to check on the status of your pension, you may contact the Plan Administrator.

Do I pay taxes on my pension benefits?

You should expect to pay taxes on your pension benefits. Pension benefits are subject to ordinary income tax but not Social Security Tax. You will be required to complete and submit a W-4P Federal Tax Withholding Form wherein you will designate the taxes you desire to have withheld every month. Your options would be to select a flat amount, a flat percentage, or utilize the IRS tax tables by simply designating your marital status and number of dependents. For most new retirees, it takes a year or two to refine their withholding to the approximate amount that they owe at the end of the year. This withholding amount is deducted from each check and sent to the Federal Government in your name just like your payroll checks. In February of each year, you will receive a 1099R form from the Custodian that will contain all the information needed to prepare your yearly tax return. You may change your tax withholding at any time and as frequently as necessary.



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Which institution mails my checks/direct deposit?

At the time of this publication, the Plan Administrator, Pension Resource Center issues your monthly benefit payments. You should contact the Plan Administrator regarding all issues involving your benefit payments.

Is direct deposit available?

Direct deposit is not only available but also highly convenient and recommended as it is not subject to being lost or delayed in the mail.

What happens if I change banks or my account?

You may as often as necessary change your direct deposit information. You may obtain a Direct Deposit Form from either the website (www.resourcecenters.com) or directly from the Plan Administrator. The deadline date for any changes in direct deposit is the 15th of the month. If at all possible, you should not close the old account until you have received the first deposit in the new account.

Am I allowed to change my beneficiary?

The provisions of the Plan in effect at the date of printing of this guide allow the change of beneficiary at any time if you elected the Ten-Year Certain form of payment. Of course the nomination of a beneficiary is irrelevant after ten years as the guaranteed payment period has expired. Currently, if a retiree has elected a joint and survivor option and the retiree's retirement income benefits have commenced, the retiree may not change their joint annuitant at any time. An amendment to the plan permitting the change of joint annuitant has been proposed, but as of the date of this publication, it has not been ratified.

Who is eligible to be a beneficiary or joint annuitant?

A retiree may select anyone as a joint annuitant such as a spouse, significant other, domestic partner or child. The amount of the reduction in a retiree's benefit is reduced to provide a lifetime continuance of benefits to another person and is based upon the age of the joint annuitant. The reduction is significantly greater for a child than a spouse of your equal age.



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Are there Cost-of-Living Adjustments?

There are not any cost-of –living adjustments.

What about health insurance or other benefits?

The Plan only administers your pension benefits. You must contact the Human Resources Department with LYNX regarding any other benefits including the continuation of health insurance. You may authorize deductions for health or dental insurance from your pension benefits.

May I continue to work full or part-time?

If you retire under normal retirement, you may continue part-time service and continue to receive your retirement benefits.

If you have any additional questions regarding the optional forms of payment or other questions regarding your pension benefits, do not hesitate to contact your plan Administrator:

The Pension Resource Center administers the Plan. The contact information is as follows:

4360 Northlake Boulevard, Suite 206
Palm Beach Gardens, FL 33410
Phone: (800) 206-0116
Contact: Nick Schiess
Office Hours: 8:30 AM -5:00 PM
Monday – Friday

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