

VILLAGE OF NORTH PALM BEACH FIRE AND POLICE RETIREMENT FUND

POLICY REGARDING PAYMENT OF ESTIMATED BENEFITS

WHEREAS, the Village of North Palm Beach Fire and Police Retirement Fund ("Plan") provides benefits to Members of the Plan;

WHEREAS, the processing of the application and determination of the proper benefit amounts can take more than the expected 60 days after termination of employment;

WHEREAS, the Board of Trustees of the Plan ("Board") are concerned for the financial well-being of the Members during this period of transition to retirement;

WHEREAS, the Board desires to adopt a policy regarding the estimated payment of these benefits;

NOW, THEREFORE, it is hereby resolved that the following Statement of Policy Regarding Payment of Estimated Benefit Payments is hereby adopted.

1. Members will provide a completed application to the Administrator no later than thirty (30) days prior to retirement.
2. Estimated benefits will be paid to new retirees based on the most recent annual benefit statement. The estimated benefit will be 50% of the normal form of benefit provided for on the statement.
3. At the time that estimated benefits begin, Members will be provided written notice that they will have thirty (30) days from receipt of the benefit election form to make a selection of a form of benefit and the estimated benefit will be stopped if the election is not timely made. This notice will be included as a part of the application.
4. The Member will also sign an acknowledgment that if the Member dies while the estimated benefit payments are being made and before a benefit selection is made and filed with the Board, then the survivor benefits will be paid under the normal form of benefit which is a survivor benefit of a total of 120 payments. Any under payments resulting from the estimated payments will be paid to the survivor.
5. The Administrator will submit the application, payroll, and statistical information to the Plan's Actuary within thirty (30) days of receipt of full and verified information.

6. Within thirty (30) days of receipt of benefit calculation information from the Administrator, the Actuary will return the completed benefit calculations to the Administrator.
7. Within ten (10) days of receipt of benefit calculations from the Actuary, the Administrator will provide the Member with a benefit election form to select the form of payment desired. Member will have thirty (30) days from receipt of the benefit election form to make their selection. If no benefit election form is received from the Member within the time prescribed, all benefits will cease until the proper documentation has been received by the Plan. Any missed payments will be repaid to the Member when the appropriate documentation is signed.
8. When the actual benefits are calculated and paid, the retiree will be paid in a lump sum the under payments resulting from the estimated benefit payments.

IN WITNESS WHEREOF the Board of Trustees has adopted this **STATEMENT OF POLICY REGARDING ESTIMATED BENEFIT PAYMENTS** this _____ day of _____, 2016.

TRUSTEES

WITNESS: _____