

**ELECTRICAL WORKERS LOCAL NO. 86 BENEFITS FUND OFFICE**

**2300 East River Road / Rochester, New York 14623**

**Telephone: (585) 235-1515, Ext. 3 / Fax: (585) 436-1649**

**June 24, 2003**

**Re: Unemployment Annuity Draw Form Information**

**Unemployment draw requests must be received at the Fund Office by the 20<sup>th</sup> of each month to allow enough processing time so distributions can be received the first of the next month. If the 20<sup>th</sup> falls on a weekend, the request form is due at the Fund Office the Friday immediately before the 20th.**

**The initial application requires spousal consent if you are married. If you are not married, the participant must certify their unmarried status. In both cases, either of these signatures must be notarized. For your convenience, three Fund Office personnel have notary licenses: Julie, Kathy & Tom; otherwise, most bank offices have a notary on premises.**

**If a draw is taken the next month, the “yellow” continuation short form (without any marital status certification) may be used until a month is skipped. Once there is a break, however, the participant must reapply; that is, fill out the “long form” again.**

**Either of these completed forms may be mailed to the Annuity Desk at the above address and we will obtain the Union’s certification.**

**Those requests received by the cutoff date at the Fund Office will be summarized and forwarded to Putnam for processing. Usually around the 25<sup>th</sup> of the month the distribution will be withdrawn from your account and a check mailed to your home address by Putnam from Massachusetts. Depending on holidays, etc. the check should arrive at your home around the 1<sup>st</sup> of the next month.**

**Tom Sykes**