



## INSTRUCTIONS FOR COMPLETION

- a) A PHOTOCOPY OF THE MEMBER'S AND THE CURRENT SPOUSE'S\* (*if applicable*) PROOF OF AGE MUST ACCOMPANY THE APPLICATION IN ALL CASES. Following is a list arranged in order of preference. If you cannot provide one of the following, contact the administrator.
- Birth Certificate issued by government authority.
  - Citizenship papers, immigration papers, military record or passport that shows date of birth.
  - Driver's Licence with picture that shows date of birth.
- b) A PHOTOCOPY OF THE MEMBER'S Marriage Certificate, Divorce Decree or Legal Separation Agreement must also be provided (*if applicable*).
- c) APPLICATION FOR DEATH BENEFITS must be accompanied by an original Death Certificate or original Funeral Director's Statement or completed Attending Physician's Statement. Also, required is a Marriage Certificate (*where applicable*), and the spouse's or the beneficiary's social insurance number and proof of age, and Notarized copy of a Will (*if available*).
- d) **SECTION 1** is to be completed by the Applicant, and **SECTION 2** is to be completed by a Union Representative.
- e) The completed Application for Pension Benefits form along with any required documents must be sent to the administrator at the following address:

**MANION WILKINS & ASSOCIATES LTD**  
4-222 Rowntree Dairy Rd, Woodbridge ON L4L 9T2  
Telephone 416 234-3511 Toll Free 1 800 263-5621

\* A common-law spouse may qualify as a "spouse" for the purpose of receiving benefits from your Pension Plan. A common-law spouse is a person of the opposite sex or your same sex partner is a person of the same sex with whom you have been living in a manner characteristic of a legally married couple.

The administrator will advise the member, the member's spouse or the member's beneficiary of the benefit status and options, if any, under the Plan.

The processing of the benefit can take up to 60 days to complete after the administrator has received all of the required documents and final contributions. Failure to provide the required documents will cause a delay in the processing of the application.

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**AN INCOMPLETE APPLICATION SHALL BE RETURNED TO THE MEMBER OR APPLICANT**