

## Helpful Tips for Filling Out Your PBGC Benefit Application

PBGC pledges to process your completed application once it is received. However, errors or missing information on the application will slow things down. Below we list the application sections where errors most often occur. Please read on and pay careful attention as you fill out these sections of your application.

**We want to help you avoid common errors that may delay your first payment!**

### GETTING STARTED.....

Included with this package is an Optional Benefit Form that shows your benefit amount under each available form of annuity, using the information you provided to PBGC. You told us when you want payments to start (called the Pension Beginning Date) and who you want to receive any survivor payments, if your annuity provides them.

If you have changed your mind, or if we have made a mistake, please contact us. If you simply pick a different date or different beneficiary on your application, it may delay when payments start.

#### **Form 700 Section 1, General Information about you**

Actual Retirement Date. This is the date as of which you want to start your benefit payments. (It is not the date you stopped working for the company.) It is called the Pension Benefits Beginning date on your Optional Benefit Form.

- *If you choose a different Actual Retirement Date/Pension Benefits Beginning date than the date on your Optional Benefit Form, PBGC will have to recalculate your benefit. This may delay your first payment.*

#### **Form 700 Section 2, Marital status**

You must complete question 2b., Court Order.

- *If you leave this question blank, this may delay your first payment. If you leave it blank, we will have to contact you to get this completed.*

#### **Form 700 Section 3, Election of Benefit Form**

You may only check only one box under the column My Choice. If you accidentally check or mark more than one box, contact PBGC for a new application.

- *If we receive your application with more than one benefit form checked (even if you initial or sign the revisions) PBGC cannot accept your application, so this can result in a delay to your first payment.*

If you choose a Joint and Survivor annuity but select a different beneficiary than the beneficiary listed on your Optional Benefit Form, PBGC will have to recalculate your benefit.

- *This may delay your first payment.*