



# Employer Alert

October 2018

# OFFICE OF PENSIONS

## Updated Application Checklist in Pen-Apps

We have recently made some updates to the Application Check list within Pen-Apps.

- Blood Bank Application was removed from Benefits Documentation

*Old:*

Benefits Documentation	
<b>Organization</b>	<b>Pension Office</b>
Health Application <input type="text"/> <input type="button" value="v"/>	Health Application <input type="text"/> <input type="button" value="v"/>
Dental Application <input type="text"/> <input type="button" value="v"/>	Dental Application <input type="text"/> <input type="button" value="v"/>
Vision Application <input type="text"/> <input type="button" value="v"/>	Vision Application <input type="text"/> <input type="button" value="v"/>
Blood Bank Application <input type="text"/> <input type="button" value="v"/>	Blood Bank Application <input type="text"/> <input type="button" value="v"/>

*New:*

Benefits Documentation	
<b>Organization</b>	<b>Pension Office</b>
Health Application <input type="text"/> <input type="button" value="v"/>	Health Application <input type="text"/> <input type="button" value="v"/>
Dental Application <input type="text"/> <input type="button" value="v"/>	Dental Application <input type="text"/> <input type="button" value="v"/>
Vision Application <input type="text"/> <input type="button" value="v"/>	Vision Application <input type="text"/> <input type="button" value="v"/>
<input type="checkbox"/> Copy of Medicare Card	<input type="checkbox"/> Copy of Medicare Card
<input type="checkbox"/> Spouse	<input type="checkbox"/> Spouse
<input type="checkbox"/> Dependents	<input type="checkbox"/> Dependents
<input type="checkbox"/> Ben. Form for Burial Benefit (GL1)	<input type="checkbox"/> Ben. Form for Burial Benefit (GL1)
<input type="checkbox"/> Spousal Coordination of Benefits	<input type="checkbox"/> Spousal Coordination of Benefits
<input type="checkbox"/> Coordination of Benefits	<input type="checkbox"/> Coordination of Benefits



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- Birth Certificate was change to Birth Verification & Marriage Certificate was changed to Marriage Verification
- *Old:*

**Copies of**

Organization	Pension Office
<input checked="" type="checkbox"/> Birth Certificate	<input checked="" type="checkbox"/> Birth Certificate
<input type="checkbox"/> Spouse	<input type="checkbox"/> Spouse
<input type="checkbox"/> Dependents	<input type="checkbox"/> Dependents
<input type="checkbox"/> Social Sec Card	<input type="checkbox"/> Social Sec Card
<input type="checkbox"/> Spouse	<input type="checkbox"/> Spouse
<input type="checkbox"/> Dependents	<input type="checkbox"/> Dependents
<input type="checkbox"/> Marriage Certificate	<input type="checkbox"/> Marriage Certificate
Divorce/Death Cert <input type="checkbox"/>	Divorce/Death Cert <input type="checkbox"/>
<input type="checkbox"/> Spouse	<input type="checkbox"/> Spouse
<input type="checkbox"/> Dependents	<input type="checkbox"/> Dependents

*New:*

**Copies of**

Organization	Pension Office
<input checked="" type="checkbox"/> Birth Verification	<input checked="" type="checkbox"/> Birth Verification
<input type="checkbox"/> Spouse	<input type="checkbox"/> Spouse
<input type="checkbox"/> Dependents	<input type="checkbox"/> Dependents
<input type="checkbox"/> Social Sec Card	<input type="checkbox"/> Social Sec Card
<input type="checkbox"/> Spouse	<input type="checkbox"/> Spouse
<input type="checkbox"/> Dependents	<input type="checkbox"/> Dependents
<input type="checkbox"/> Marriage Verification	<input type="checkbox"/> Marriage Verification
Divorce/Death Cert <input type="checkbox"/>	Divorce/Death Cert <input type="checkbox"/>
<input type="checkbox"/> Spouse	<input type="checkbox"/> Spouse
<input type="checkbox"/> Dependents	<input type="checkbox"/> Dependents



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- (P-1) Actuarial Form was added with (BEN-1) Contrib Designation Form under Additional Documentation

*Old:*

**Additional Documentation**

Organization	Pension Office
<input type="checkbox"/> Bank/Cred Un. Deposit (DA)	<input type="checkbox"/> Bank/Cred Un. Deposit (DA)
<input type="checkbox"/> Tax Withholding Election (TWE)	<input type="checkbox"/> Tax Withholding Election (TWE)
Joint Survivor Benefit Opt <input type="text"/>	Joint Survivor Benefit Opt <input type="text"/>
<input type="checkbox"/> PCC-1	<input type="checkbox"/> PCC-1
<input type="checkbox"/> (Ben-1) Contrib Designation	<input type="checkbox"/> (Ben-1) Contrib Designation

*New:*

**Additional Documentation**

Organization	Pension Office
<input type="checkbox"/> Bank/Cred Un. Deposit (DA)	<input type="checkbox"/> Bank/Cred Un. Deposit (DA)
<input type="checkbox"/> Tax Withholding Election (TWE)	<input type="checkbox"/> Tax Withholding Election (TWE)
Joint Survivor Benefit Opt <input type="text"/>	Joint Survivor Benefit Opt <input type="text"/>
<input type="checkbox"/> PCC-1	<input type="checkbox"/> PCC-1
<input type="checkbox"/> (P-1) Actuarial Form / (Ben-1) Contrib Designation	<input type="checkbox"/> (P-1) Actuarial Form / (Ben-1) Contrib Designation



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Questions? Please contact our Pension Administration section at (302) 739-4208.