

Pacific Media Workers Guild  
Attn: Jess Olivares  
433 Natoma, Suite 250  
San Francisco, CA 94103

First Last  
Street Address  
City, State Zip Code

SAMPLE

## Richmond-Santa Rosa-Vallejo Newspaper Guild Retirement Plan

As you may know, the Richmond-Santa Rosa-Vallejo-Newspaper Guild (RISAVAG) Retirement Plan closed out the Pension Plan effective May 1, 2024, and annuities were purchased to pay your monthly benefits. At the time of the annuity purchase, there was more money in the Plan than the cost of the annuities. As a participant of the Plan on the date of the Plan's termination (May 1, 2024), you will be entitled to a portion of the excess assets. It's not yet possible to specify the amounts of the distributions, as many tasks must be completed, and expenses paid before the excess funds are distributed and the Plan is liquidated.

Prior to distribution of the excess assets, the Plan is awaiting a favorable sign-off by the Internal Revenue Service. In the meantime, we would like to verify your contact information and participant information. Once the Plan receives IRS approval, you will receive a personalized distribution packet. The personalized distribution packet will include information regarding your options and how to process your share of the excess funds.

Please verify the information below so that we can send you your personalized election packet.

### Participant Information

Name:	First Last	Credited Service:	5.92
Social Security Number:	XXX-XX-0000		
Date of Birth:	01/01/0001	Normal Retirement Date (NRD):	4/1/2039
Date of Hire:	01/01/0001	Monthly Benefit Payable at NRD:	\$321.80
Date of Termination:	01/01/0001		

Please note any corrections to above information \_\_\_\_\_

### Please complete the following information:

Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Marital Status: \_\_\_\_\_  
Beneficiary Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Beneficiary Date of Birth: \_\_\_\_\_

Please sign, date and return this form to Jess Olivares at the email or mailing address below.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Please email <jess@mediaworkers.org> or mail the information above to the following address.

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