

BRICKLAYERS AND ALLIED CRAFTWORKERS LOCAL 13 DEFINED CONTRIBUTION PENSION TRUST

Zenith American Solutions

2250 S. RANCHO STE 295

LAS VEGAS NV 89102

702-734-8601

Dear Applicant;

The administrators of the Pension Trust require copies of the following documents to be included with your application:

1. BIRTH CERTIFICATE OR REAL ID
2. CURRENT DRIVERS LICENSE OR STATE ID
3. SOCIAL SECURITY CARD, and

If you are married

1. MARRIAGE CERTIFICATE
2. BIRTH CERTIFICATE OF YOUR SPOUSE
3. CURRENT DRIVERS LICENSE OR STATE ID OF YOUR SPOUSE
4. SOCIAL SECURITY CARD OF YOUR SPOUSE, or

If you were married but are no longer married

1. COMPLETE DIVORCE DECREE, or
2. DEATH CERTIFICATE

If any of the above documents are not included with your application, your application will be considered incomplete and will cause a delay in processing.

Please contact the Trust Office at 702-734-8601, if you have any questions.

Sincerely,

Pension Department,
Zenith American Solutions

INSTRUCTIONS CONCERNING SUBMISSION OF PROOFS OF AGE

The acceptable proofs of age are listed below in two groups. Additional proof may be requested if the documents you submit do not constitute convincing proof of age.

If you are providing proof of age from Group I, you only need to submit one of the options listed. If you cannot submit proof of age from Group I, you must submit two options from Group II

Options such as **Naturalization Papers, Passports and Immigration Papers may not be photocopies.** Either mail or bring in the original documents so we can take a copy. The original will be returned to you.

Group I

1. **Birth Record** – original or certified copy of a birth certificate filed with a State Office of Vital Statistics or equivalent agency in the state of birth (U. S. or territorial) or Consular Report of Birth Abroad issued by the U.S. Department of State. Foreign birth certificates must include a certified translation.
2. **Real ID** – from the Department of Motor Vehicles’
3. **Record of age** – certification of record of age by the U.S. Census Bureau
4. **Hospital Birth Record** – certified by the custodian of such record
5. **Signed statement** – by the Physician or Midwife who was in attendance at birth, as to the date of birth shown on their records
6. **Naturalization Record** – showing date of birth
7. **Permanent resident card** – unexpired showing date of birth
8. **Employment authorization papers** – unexpired showing date of birth
9. **Immigration Card** – unexpired showing date of birth
10. **Tribal Card** – showing date of birth.

Group II

1. **Military records** – showing your date of birth
2. **Passport** – cannot be expired for more than three years
3. **Baptismal Record** – baptismal certificate or a Statement as to the date of birth shown by a church record, certified by the custodian of such record and must have been issued before age 5.
4. **Foreign Church or government record** – certified by the custodian of such record
5. **School records** – preferably the first year of school showing your date of birth, certified by the custodian of such school
6. **Vaccination records** – showing your date of birth, certified by the c custodian of such record
7. **Life insurance policy** – or card showing date of birth or age
8. **Marriage records** – showing date of birth or age (application for marriage license or church record, certified by the custodian of such record; or marriage certificate)
9. **Affidavits** – written statements sworn to or affirmed by two persons who were living at the time an who have personal knowledge of the date and place of birth. The person making the statement does not have to be a U.S. citizen. Each affidavit should contain the following information regarding the person

**BRICKLAYERS AND ALLIED CRAFTWORKERS LOCAL 13
DEFINED CONTRIBUTION PENSION TRUST**

Zenith American Solutions
2250 S. Rancho Suite 295
Las Vegas NV 89102
702-734-8601

APPLICATION FOR BENEFITS

Instructions:

Read each question carefully. Print or type all information legibly. Be sure to complete the entire application. Failure to complete the entire application will delay your distribution.

Return the completed application along with all required documentation to the Fund Office at the address indicated above.

PERSONAL DATA

Name: _____
(Last) (First) (Middle)

Address: _____
CITY ST ZIP

Social Security # _____ Telephone _____ Date of Birth _____

Last Employer _____ Date last worked _____

MEMBER TO PICK UP CHECK: YES NO

REASON FOR DISTRIBUTION

- Retirement Effective _____ (*attach copy of Birth Certificate*)
- Permanent Disability (attach a copy of your Social Security Disability Award)
- Termination of Employment: (failure to have contributions made to your account for 12 consecutive months)

As of October 14, 2021, the gross distribution amount will include a minimum Administrative Fee of \$150.00 or 10% of your withdrawal amount whichever is greater.

I hereby apply for my accumulated benefit from the Bricklayers and Allied Craftworkers Local 13 Defined Contribution Pension Trust.

Member's Signature

Date

**BRICKLAYERS AND ALLIED CRAFTWORKERS LOCAL 13
DEFINED CONTRIBUTION PENSION TRUST**

FORM OF BENEFIT PAYMENT

- REGULAR BENEFIT** I want to receive by benefit payment in the **Regular Form**. If I am married at the time my benefit payments begin, the **Regular Form** will be made in the form of a 50% Joint and Survivor Annuity from Insurance Company. If I am not married the **Regular form** of payment is a Life Annuity from Insurance Company.
- LUMP SUM BENEFIT** I wish to receive a Lump-Sum payment of my accrued benefit, after withholding 20% for Federal Income Taxes, as required by law.
- INSTALLMENT PAYMENTS** I wish to receive \$ _____ per month, until the balance of my account is paid out. I understand that 20% of each payment will be withheld for Federal Income Taxes, as required by law.
- ROLLOVER** I want to rollover my entire account balance of my account directly to the IRA or other qualified retirement plan. (Please complete the rollover information below).
- PARTIAL ROLLOVER** I would like to have only PART of my payment directly rolled over. Please rollover \$ _____ to my IRA or other Qualified Retirement Plan. With the remainder of my account balance will be paid to me, after withholding the required Federal Income Taxes.
- PARTIAL WITHDRAWAL** I request a Partial Withdrawal in the amount of \$ _____ I understand that 20% of the payment will be withheld for Federal Income Taxes, as required by law. The remainder of my account balance is to remain in the Trust.

I certify that to the best of my knowledge the following recipient of the direct rollover named below is a Qualified Retirement Plan that accepts rollovers.

Name of IRA Trustee or Qualified Retirement Plan

Account Number (if available)

Address

Please read and sign the following:

I understand that payment of my benefits will release the Trustees of the Bricklayers and Allied Craftworkers Local 13 Pension Trust from any further obligations or responsibilities with respect to my account.

Member's Signature

Date

**BRICKLAYERS AND ALLIED CRAFTWORKERS LOCAL 13
DEFINED CONTRIBUTION PENSION TRUST**

DESIGNATION OF BENEFICIARY

The following must be completed and signed before a Notary

Subject to the terms of the Trust, I hereby request that any sum payable to a beneficiary under said Plan by reason of my death, be payable to the following person or persons.

Primary Beneficiary

Name _____ SS# _____

Relationship _____ Date of Birth _____

Address _____

It is my understanding and desire that this designation shall operate so as to revoke any and all designations of beneficiary previously made by me under said Plan.

I swear that the information stated on this application is true and correct.

Member's Signature

Date

NOTARIZATION

State of _____ County of _____

On this _____ day of _____, 20__ before me, the undersigned Notary Public for said County and State, _____ personally known to me, or on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument, and he/she/they duly acknowledge to me that he/she/they executed the same.

Notary Public

{Seal}

Or

Zenith Staff

**BRICKLAYERS AND ALLIED CRAFTWORKERS LOCAL 13
DEFINED CONTRIBUTION PENSION TRUST**

SPOUSE'S STATEMENT

If you are married, your spouse must sign the following statement before a notary.

THERE ARE NO EXCEPTIONS

I _____ swear that I am the legal spouse of _____.

I hereby consent to my spouse's election to receive a distribution from the plan. I further consent to his/her election of payment options and the designation of beneficiary as indicated herein. I understand that if my spouse did not elect the Normal Form, I will not be eligible to receive benefits from the plan after my spouse's death unless benefits are payable in accordance with the elected method of payment and beneficiary designation.

Spouse's Signature

Date

NOTARIZATION

State of _____ County of _____

On this ____ day of _____, 20__ before me, the undersigned Notary Public for said County and State, _____ personally known to me, or on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument, and he/she/they duly acknowledge to me that he/she/they executed the same.

Notary Public

{Seal}

Or

Zenith Staff

SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS

This notice contains important information you will need before you decide how to receive your Plan benefits. This notice is provided to you by your Plan Administrator because all or part of the payment that you will soon receive from the Plan may be eligible for rollover by you or your Plan Administrator to a traditional IRA or another qualified employer plan. A "traditional IRA" does not include a Roth IRA, SIMPLE IRA, or education IRA. If you have additional questions after reading this notice, you can contact your Plan Administrator.

SUMMARY OF SPECIAL TAX NOTICE

There are two ways you may be able to receive a Plan payment that is eligible for rollover: (1) certain payments can be made directly to a traditional IRA or, if you choose, another qualified employer plan that will accept it ("DIRECT ROLLOVER") or (2) the payment can be PAID TO YOU.

If you choose a DIRECT ROLLOVER:

- Your payment will not be taxed in the current year and no income tax will be withheld.
- Your payment will be made directly to your traditional IRA, or if you choose, to another qualified employer plan that accepts your rollover. Your Plan payment cannot be rolled over to a Roth IRA, a SIMPLE IRA, or an education IRA because these are not traditional IRAs.
- Your payment will be taxed later when you take it out of the traditional IRA or the qualified employer plan.

If you choose to have a Plan payment that is eligible for rollover PAID TO YOU:

- You will receive only 80% of the payment, because the Plan Administrator is required to withhold 20% of the payment and send it to the IRS as income tax withholding to be credited against your taxes.
- Your payment will be taxed in the current year unless you roll it over. Under limited circumstances, you may be able to use special tax rules that could reduce the tax you owe. However, if you receive the payment before age 59½, you also may have to pay an additional 10% tax.
- You can roll over the payment by paying it to your traditional IRA or to another qualified employer plan that accepts your rollover within 60 days after you receive the payment. The amount rolled over will not be taxed until you take it out of the traditional IRA or the qualified employer plan.
- If you want to roll over 100% of the payment to a traditional IRA or another qualified employer plan, you must find other money to replace the 20% that was withheld. If you roll over only the 80% that you received, you will be taxed on the 20% that was withheld and that is not rolled over.

DETAILED INFORMATION

I. PAYMENTS THAT CAN AND CANNOT BE ROLLED OVER

Payments from the Plan may be "eligible rollover distributions." This means that they can be rolled over to an IRA or to another employer plan that accepts rollovers. Payments from a plan cannot be rolled over to a Roth IRA, a SIMPLE IRA, or an education IRA. Your Plan Administrator should be able to tell you what portion of your payment is an eligible rollover distribution. The following types of payments CANNOT be rolled over:

NON-TAXABLE PAYMENTS. In general, only the taxable portion of your payment can be rolled over. If you have made after-tax employee contributions to the Plan, these contributions will be non-taxable when they are paid to you, and they cannot be rolled over. (After-tax employee contributions generally are contributions you made from your own pay that were already taxed.) Your Plan Administrator should be able to tell you how much of your payment is the taxable portion and how much is the after-tax employee contribution portion.

PAYMENTS SPREAD OVER LONG PERIODS. You cannot roll over a payment if it is part of a series of equal (or almost equal) payments that are made at least once a year and that will last for (1) your lifetime (or your life expectancy), or (2) your lifetime and your beneficiary's lifetime (or life expectancies), or (3) a period of ten years or more.

REQUIRED MINIMUM PAYMENTS. Beginning when you reach age 70½ or retire, whichever is later, a certain portion of your payment cannot be rolled over because it is a "required minimum payment" that must be paid to you. Special rules apply if you own 5% or more of your employer.

HARDSHIP DISTRIBUTIONS. A hardship distribution from your employer's 401(k) Plan may not be eligible for rollover. Your Plan Administrator should be able to tell you if your payment includes amounts which cannot be rolled over.

II. DIRECT ROLLOVER

A **DIRECT ROLLOVER** is a direct payment of the amount of your Plan benefits to a traditional IRA or another qualified employer plan that will accept it. You can choose a direct rollover of all or any portion of your payment that is an eligible rollover distribution, as described above. You are not taxed on any portion of your payment for which you choose a direct rollover until you later take it out of the traditional IRA or qualified employer plan. In addition, no income tax withholding is required for any portion of your Plan benefits for which you choose a direct rollover.

DIRECT ROLLOVER TO A TRADITIONAL IRA. You can open a traditional IRA to receive the direct rollover. If you choose to have your payment made directly to a traditional IRA, contact an IRA sponsor (usually a financial institution) to find out how to have your payment made in a direct rollover to a traditional IRA at that institution. If you are unsure of how to invest your money, you can temporarily establish a traditional IRA to receive the payment. However, in choosing a traditional IRA, you may wish to consider whether the traditional IRA you choose will allow you to move all or a part of your payment to another traditional IRA at a later date, without penalties or other limitations. See IRS Publication 590, *Individual Retirement Arrangements*, for more information on traditional IRAs (including limits on how often you can roll over between IRAs).

DIRECT ROLLOVER TO A PLAN. If you are employed by a new employer that has a qualified employer plan, and you want a direct rollover to that plan, ask the Plan Administrator of that plan whether it will accept your rollover. A qualified employer plan is not legally required to accept a rollover. If your new employer's plan does not accept a rollover, you can choose a direct rollover to a traditional IRA.

DIRECT ROLLOVER OF A SERIES OF PAYMENTS. If you receive a payment that can be rolled over to a traditional IRA or another qualified employer plan that will accept it, and it is paid in a series of less than ten years, your choice to make or not make a direct rollover for a payment will apply to all later payments in the series until you change your election. You are free to change your election for any later payment in the series.

III. PAYMENT PAID TO YOU

If your payment can be rolled over and the payment is made to you in cash, it is subject to 20% income tax withholding. The payment is taxed in the year you receive it unless, within 60 days, you roll it over to a traditional IRA or another qualified employer plan that accepts rollovers. If you do not roll it over, special tax rules may apply.

MANDATORY INCOME TAX WITHHOLDING. If any portion of your payment can be rolled over and you do not elect to make a direct rollover, the Plan is required by law to withhold 20% of that amount. This amount is sent to the IRS as income tax withholding. For example, if you can roll over a payment of \$10,000, only \$8,000 will be paid to you because the Plan must withhold \$2,000 as income tax. However, when you prepare your income tax return for the year, you must report the full \$10,000 as a payment from the Plan. You must report the \$2,000 as tax withheld, and it will be credited against any income tax you owe for the year.

VOLUNTARY INCOME TAX WITHHOLDING. If any portion of your payment is taxable but cannot be rolled over, the mandatory withholding rules described above do not apply. In this case, you may elect not to have withholding apply to that portion. To elect out of withholding, ask the Plan Administrator for the election form and related information.

SIXTY-DAY ROLLOVER OPTION. If you receive a payment that can be rolled over, you can still decide to roll over all or part of it to a traditional IRA or another qualified employer plan that accepts rollovers. *If you decide to roll over, you must contribute the amount of the payment you received to a traditional IRA or another qualified plan within 60 days after you receive the payment.* The portion of your payment that is rolled over will not be taxed until you take it out of the traditional IRA or the qualified employer plan. You can roll over up to 100% of your payment that can be rolled over, including an amount equal to the 20% that was withheld. If you choose to roll over 100%, you must find other money within the 60-day period to contribute to the traditional IRA or the qualified employer plan to replace the 20% that was withheld. On the other hand, if you roll over only the 80% that you received, you will be taxed on the 20% that was withheld.

EXAMPLE: The portion of your payment that can be rolled over is \$10,000, and you choose to have it paid to you. You will receive \$8,000, and \$2,000 will be sent to the IRS as income tax withholding. Within 60 days after receiving the \$8,000, you may roll over the entire \$10,000 to a traditional IRA or qualified employer plan. To do

this, you roll over the \$8,000 you received from the Plan, and you will have to find \$2,000 from other sources (your savings, a loan, etc.). In this case, the entire \$10,000 is not taxed until you take it out of the traditional IRA or the qualified employer plan. If you roll over the entire \$10,000, when you file your income tax return you may get a refund of the \$2,000 withheld. If, on the other hand, you roll over only \$8,000, the \$2,000 you did not roll over is taxed in the year it was withheld. When you file your income tax return you may get a refund of part of the \$2,000 withheld. (However, any refund is likely to be larger if you roll over the entire \$10,000.)

ADDITIONAL 10% TAX IF YOU ARE UNDER AGE 59½. If you receive a payment before you reach age 59½ and you do not roll it over, then, in addition to the regular income tax, you may have to pay an extra tax equal to 10% of the taxable portion of the payment. The additional 10% tax does not apply to (1) payments that are paid after you separate from service with your employer during or after the year you reach age 55, (2) payments that are paid because you retire due to disability, (3) payments that are paid as equal (or almost equal) payments over your life or life expectancy (or your and your beneficiary's lives or life expectancies), (4) dividends paid with respect to stock by an employee stock ownership plan (ESOP) as described in Code section 404(k), (5) payments that are paid directly to the government to satisfy a federal tax levy, (6) payments that are paid to an alternate payee under a qualified domestic relations order or (7) payments that do not exceed the amount of your deductible medical expenses. See IRS Form 5329 for more information on the additional 10% tax.

SPECIAL TAX TREATMENT IF YOU WERE BORN BEFORE JANUARY 1, 1936. If you receive a payment that can be rolled over and you do not roll it over to a traditional IRA or other qualified employer plan that will accept it, the payment will be taxed in the year you receive it. However, if the payment qualifies as a "lump sum distribution," it may be eligible for special tax treatment. (See also "Employer Stock or Securities", below.) A lump sum distribution is a payment, within one year, of your entire balance under the Plan (and certain other similar plans of the employer) that is payable to you after you have reached age 59½, or because you have separated from service with your employer (or, in the case of self-employed individual, after you have reached age 59½, or have become disabled). For a payment to be treated as a lump sum distribution, you must have been a participant in the Plan for at least 5 years before the year in which you received the distribution. The special tax treatment for lump sum distributions that may be available to you is described below.

- **TEN-YEAR AVERAGING.** If you receive a lump sum distribution and you were born before January 1, 1936, you can make a one-time election to figure the tax on the payment by using "10-year averaging" (using 1986 tax rates). Ten-year averaging often reduces the tax you owe.
- **CAPITAL GAIN TREATMENT.** If you receive a lump sum distribution and you were born before January 1, 1936 and you were a participant in the Plan before 1974, you may elect to have the part of your payment that is attributable to your pre-1974 participation in the Plan taxed as long-term capital gain at a rate of 20%.

There are other limits on the special tax treatment for lump sum distributions. For example, you can generally elect this special tax treatment only once in your lifetime, and the election applies to all lump sum distributions that you receive in that same year. If you have previously rolled over a payment from the Plan (or certain other similar plans of the employer), you cannot use this special averaging treatment for later payments from the Plan. If you roll over your payment to a traditional IRA, you will not be able to use this special tax treatment for later payments from the traditional IRA. Also, if you roll over only a portion of your payment to a traditional IRA, this special tax treatment is not available for the rest of the payment. See IRS Form 4972 for additional information on lump sum distributions and how you elect the special tax treatment.

EMPLOYER STOCK OR SECURITIES. There is a special rule for a payment from the Plan that includes employer stock (or other employer securities). To use this special rule, 1) the payment must qualify as a lump sum distribution, as described above, except that you do not need five years of plan participation, or 2) the employer stock included in the payment must be attributable to "after-tax" employee contributions, if any. Under this special rule, you may have the option of not paying tax on the "net unrealized appreciation" of the stock until you sell the stock. Net unrealized appreciation generally is the increase in the value of the employer stock while it was held by the Plan. For example, if employer stock was contributed to your Plan account when the stock was worth \$1,000 but the stock was worth \$1,200 when you received it, you would not have to pay tax on the \$200 increase in value until you later sold the stock. You may instead elect not to have the special rule apply to the net unrealized appreciation. In this case, your net unrealized appreciation will be taxed in the year you receive the stock, unless you roll over the stock. The stock, including any net unrealized appreciation, can be rolled over to a traditional IRA or another qualified employer plan, either in a direct rollover or a rollover that you make yourself.

If you receive only employer stock in a payment that can be rolled over, no amount will be withheld from the payment. If you receive cash or property other than employer stock, as well as employer stock, in a payment that can be rolled over, the 20% withholding amount will be based on the entire amount paid to you (including the employer stock but excluding the net

unrealized appreciation). However, the amount withheld will be limited to the cash or property (excluding employer stock) paid to you. If you receive employer stock in a payment that qualifies as a lump sum distribution, the special tax treatment for lump sum distributions described above (such as 10-year averaging) also may apply. See IRS Form 4972 for additional information on these rules.

REPAYMENT OF PLAN LOANS. If you end your employment and have an outstanding loan from your Plan, your employer may reduce (or "offset") your balance in the Plan by the amount of the loan you have not repaid. The amount of your loan offset is treated as a distribution to you at the time of the offset and will be taxed unless you roll over an amount equal to the amount of your loan offset to another qualified employer plan or a traditional IRA within 60 days of the date of the offset. If the amount of your loan offset is the only amount you receive or are treated as having received, no amount will be withheld from it. If you receive other payments of cash or property from the Plan, the 20% withholding amount will be based on the entire amount paid to you, including the amount of the loan repayment. The amount withheld will be limited to the amount of other cash or property paid to you (other than any employer securities).

IV. SURVIVING SPOUSES, ALTERNATE PAYEES, AND OTHER BENEFICIARIES

In general, the rules summarized above that apply to payments to employees also apply to payments to surviving spouses of employees and to spouses or former spouses who are "alternate payees." You are an alternate payee if your interest in the Plan results from a "qualified domestic relations order," which is an order issued by a court, usually in connection with a divorce or legal separation. Some of the rules summarized above also apply to a deceased employee's beneficiary who is not a spouse. However, there are some exceptions for payments to surviving spouses, alternate payees, and other beneficiaries that should be mentioned.

If you are a surviving spouse, you may choose to have a payment that can be rolled over as described above paid in a direct rollover to a traditional IRA or paid to you. If you have the payment paid to you, you can keep it or roll it over yourself to a traditional IRA but you cannot roll it over to a qualified employer plan. If you are an alternate payee, you have the same choices as the employee. Thus, you can have the payment paid as a direct rollover or paid to you. If you have it paid to you, you can keep it or roll it over yourself to a traditional IRA or to another qualified employer plan that accepts rollovers. If you are a beneficiary other than the surviving spouse, you CANNOT choose a direct rollover, and you CANNOT roll over the payment yourself.

If you are a surviving spouse, an alternate payee, or another beneficiary, your payment is generally not subject to the additional 10% tax described in section III above, even if you are younger than age 59½. If you are a surviving spouse, an alternate payee, or another beneficiary, you may be able to use the special tax treatment for lump sum distributions and the special rule for payments that include employer stock, as described in section III above. If you receive a payment because of the employee's death, you may be able to treat the payment as a lump sum distribution if the employee met the appropriate age requirements, whether or not the employee had 5 years of participation in the Plan.

V. WAIVER OF 30-DAY TIME PERIOD

You must receive this Notice no more than 90 days and not less than 30 days prior to a distribution. This time period gives you the opportunity to decide whether or not to elect a rollover distribution. Therefore, your election of a benefit option will not become effective until 30 days have elapsed after you receive the Notice. You may waive this 30-day period by affirmatively choosing on your benefit election form to make or not make a direct rollover.

HOW TO OBTAIN ADDITIONAL INFORMATION

This notice summarizes only the federal (not state or local) tax rules that might apply to your payment. The rules described above are complex and contain many conditions and exceptions that are not included in this notice. Therefore, you may want to consult with the Plan Administrator or a professional tax advisor BEFORE you take a payment of your benefits from the Plan. Also, you can find more specific information on the tax treatment of payments from qualified retirement plans in IRS Publication 575, *Pension and Annuity Income*, and IRS Publication 590, *Individual Retirement Arrangements*. These publications are available from your local IRS office, on the IRS's Internet Web Site at www.irs.gov or by calling 1-800-TAX-FORMS.