

# Did You Know?

## When and How to Contact the Fund Office

### When Should I Contact the Fund Office?

Pension benefits can be complicated. If you need to understand something, ask a question, or take action on *anything* related to your American Federation of Musicians and Employers' Pension Fund (AFM-EPF) benefit, let the Fund Office know.

We can help with:

- Locating your Pension Identification (PID) number
- Completing your pension application
- Adding or changing a beneficiary
- Locating important documents like the Summary Plan Description, Plan Document, and others
- Understanding what divorce paperwork you should provide the Fund Office
- Obtaining a model Qualified Domestic Relations Order (QDRO) for a divorce proceeding to simplify the process
- Changing your address to ensure you receive Fund mailings and uninterrupted benefit payments
- Understanding Early Retirement eligibility rules
- Registering on the Fund's website
- Anything else related to your pension benefit!

### How to Contact the Fund Office

Call (212) 284-1311

Email: [pensionsupport@afmepf.org](mailto:pensionsupport@afmepf.org)

Online: [www.afm-epf.org](http://www.afm-epf.org)

*Click Contact Us at the bottom of any page.*

Remember -- the Fund Office administers only the AFM-EPF pension benefit and is a separate entity from the AFM. Please call the AFM if you have questions about the Union.

### What Does the Fund Office Do?

The Fund Office does not make plan design or investment decisions – those responsibilities rest with the Trustees and the Outsourced Chief Investment Officer. The primary function of the Fund Office is to administer pension benefits. Here are some examples of what the Fund Office does for participants:

- Ensures compliance with regulations
- Receives and processes contributions
- Maintains earnings, contributions, and personal data (address, marital status, beneficiaries, etc.) for more than 400,000 individuals
- Maintains current databases for over 5,500 employers, 3,700 collective bargaining agreements and historical databases back to the AFM-EPF's inception in 1959
- Maintains Plan financial and accounting records
- Processes new pensioners and survivor benefits for beneficiaries or joint annuitants (currently over 18,500 pensioners, joint annuitants, and beneficiaries receive benefits every month).

In addition to this important work, the Fund Office is here to help *you*.

We have tried to make this description clear and straightforward, but it of course cannot contain a full restatement of the Plan. If there is any conflict between this document and the Plan, or the matter is not fully addressed in this document, the terms of the Plan will control. If you have questions about any of the information in this document, contact the Fund Office by sending an email using Contact Us on the Plan's website at [www.afm-epf.org](http://www.afm-epf.org) or by calling (212) 284-1311 or (800) 833-8065 extension 1311.

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