

NEW PROCEDURE

for requesting covered employment corrections effective january 1, 2000

covered employment within a most recent 3 year period

Each year you will receive an annual statement if you are vested or if covered employment was reported for you in any of the five preceding years. Review your annual statement carefully as soon as you receive it. If you had covered employment that you believe was not properly credited, fill out a Covered Employment Correction Form with details and send it to the Fund Office. You will expedite the investigation if you attach copies of as many of the following items as possible: pay stub, the Form-B session report, W-2 or 1099 Form, and collective bargaining agreement or participation agreement.

covered employment for any year(s) prior to the most recent 3 year period

To request a correction for engagements performed during this time period, specific evidence of employment and proof of wages will be required.

Specific Evidence:

- **either** the Form-B session report **or** other applicable remittance report for the work, or the collective bargaining agreement or employer participation agreement covering the work, **and**
- proof that you received wages for the work.

Proof of wages for the work must consist of a copy of one or more of the following:

- your pay stub.
- your federal income tax return with all W-2 and/or 1099 Forms attached,
- your detailed earnings statement from the Social Security Administration.

If you do not provide a Form-B or other payroll document clearly showing the amount of scale wages paid, the Fund Office will be able to credit only the minimum scale wages specified in the collective bargaining agreement or participation agreement.

Your local union may be able to help you obtain any documents you do not have, but it is your responsibility to contact the local to request what you need.

from now through 12/31/99

You have an opportunity to request a covered employment correction without the specific evidence that the new procedure requires. Fill out the Covered Employment Correction Form with details and return it to the Fund Office with as much supporting evidence you can furnish.

the following schedule has been prepared to aid you in this matter:

Year of Engagement	Annual Statement Issued In	Correction Without Specific Evidence	Specific Evidence Required
1996 or earlier	1997 or earlier	by 12/31/1999	1/1/2000 and after
1997	1998	by 12/31/2000	1/1/2001 and after
1998	1999	by 12/31/2001	1/1/2002 and after
1999	2000	by 12/31/2002	1/1/2003 and after
2000	2001	by 12/31/2003	1/1/2004 and after