Part 2

Regional Conference Retirement Application ✓ Checklist

(Part 2 is filled out <u>AFTER</u> Retirement Benefits letter is received from MOA)

Retiree's Name
Conference
☐ Benefits Application Form (be sure retiree has chosen only ONE option)
☐ Joint Annuitant Form (Make sure that all info is listed)
☐ Waiver/Statement & Signature Form (Spouses signature/notarized – if applicable)
☐ Proof of Age Report—For SPOUSE (if applicable)
☐ Copy of Birth Certificate or Passport – For SPOUSE (if applicable)
☐ W-9 Tax Form (Make sure it is signed and dated)
☐ W-4P Tax Form (Make sure it is signed and dated & allowances claimed)
□ NAD Acknowledgement and Release Form (a copy)
□ MOA Direct Deposit Form & VOIDED Check (if applicable)

P.S. Conference Secretaries – Please be sure to double check the forms listed above for accuracy, signatures, etc. before mailing.

Send this cover checklist & original documents requested via a traceable carrier to:

Regional Conference Retirement Plan 7000 Adventist Blvd - Huntsville, Alabama 35896

FOR RETIREMENT OFFICE USE ONLY – DO NOT WRITE IN THIS AREA					
Part 2 sent to MOA via FedEx	Date:	Initials:			

Regional Conference Retirement Seventh-day Adventist

BENEFITS APPLICATION

	Send this form to the	"Office of the	Secretariat"	, of:	noun C	reference of		
EMPLOYER'S NAME	Sena inis jorm to the	CITY CITY	Secretariat	OJ ,		ZIP CODE	PARTICIPANT IS:	
							□MALE □ FEM	1ALE
PARTICIPANT'S NAME			DATE OF BIRTH		MARRIED	UNMARRIED (Single, widowed, or divorced)	SOCIAL SECURITY NO.	
ADDRESS TO WHICH ANNU	ITY CHECKS SHOULD BE MAILED (Please Print)	Street and Nu	mber		PARTICIPAN	T'S TELEPHONE NO.	LEAVE BLANK CLAIM NUMBER	
City		i Avel	State Zip Code		NORMAL RI	ETIREMENT DATE	ACD /01/	
LAST POSITION HELD			1 1			YEARS OF SERVICE	<u> </u>	
	WHE	EN YOUR BE	NEFITS BE	GIJ	V			
Your Benefit Comm signed, completed	nencement Date must be the first day Application before your requested	of a month that i Benefit Commen	s no later than scement Date.		/ /	We must receiv	e your properly	
I choose to have payments begin on	Benefit Commencement Date							
		PROOF C)F AGE					
amount you will r documents proving	or pension is affected by your age eceive depends on the age of you age are listed in the PROOF OF A	ır joint annuitan	t. Proof of age	you is i	choose a	Joint and Survivo	or Payment form, in begin. Accept	, the table
PROOF OF AGE FO	is required now.	is i	required now.		-	ect a Joint and Sur	vivor Payment for	m)
	has already been receiv		s already been r		_			
		CHOICE OF						
someone other that	RIED RETTREES: If you do not in your spouse as Joint Annuitant, yo have your payments begin.	choose the Joint our spouse must	and Survivor F sign the waiver	Paym r. Thi	ent form is must be	, or if you choose e done within 180	that form but na days before the d	ime late
Please complete I elect the follow	e forms W-4P and W-9 (enclosed) ving payment option (initial on line	e and check box o	corresponding v	with	vour elec	tion)·		
a.	Non-Refund Life Annuity							
_	You will receive monthly paymen ELIGIBLE for health care bene	ts for life. However efits from RCRF	ver, all payment with this opti	ts ce: i on)	ase when	you die. (Note - Y	our spouse IS N	TO
b	Full Cash Refund Life Annuity You will receive monthly payments benefit at retirement, your benefici upon your death. (Note - Your spo	arv will receive the	he balance of th	iat an	nount in a	i single sum. Other	wise navments c	Page
c.	Period Certain and Continuous You will receive monthly payments your monthly benefit will continue have been paid.	for life. If you d	ie before you ha Ir beneficiary ur	we re	ceived 36 total of 3	, 60, 100, 120 or 1 6, 60, 100, 120 or	80 monthly payme 180 monthly ben	ents, efits
	I elect to receive a life annuity wi 36 months 60 mont	th payments guar	ranteed for a mi	inim	um of <i>(pl</i> 120 mont		months	
d.	Joint and Survivor Life Annuity You will receive monthly paymer monthly income equal to 50%, 6 retirement. Payments will end upo After my death, my joint annuitan	nts for life. After 66-2/3%, 75% or on the death of th	' 100% of your e last survivor,	r mo	nthly pay	ment, depending	on your selectio	time on at
e. 🗀	50% 66 - 2/3%	<u></u>	 100%	of n	ny month	ly payment amour	at	
<u> </u>	Joint and Survivor with Period You will receive monthly paymen monthly income equal to 50%, retirement. You may choose to rec- die before the guaranteed period of After my death, my joint appuis	nts for life. After 66-2/3%, 75% of eive 36, 60, 120 of ends, your benefi	your death, your 100% of your 180 guaranted ciary will receive	our j our r ed m ve th	nonthly l onthly pa e remain	benefit, depending syments. If you and der of the annuity	g on your choic I your joint annui payments.	a at
	After my death, my joint annuitan 50% 66-2/3% with payments guaranteed for a m	□ 75%	[] 100%	of n	ome equa ny month	l to <i>(please select</i> ly payment amour	one): t	
The beneficiary	36 months 60 mont designation(s) on the reverse side of	hs 🔲 120	months		180 mont			_
continuity		and form will our	iy decome enect	цуе 1	or anv be	nerit payments that	may be payable a	after

your Benefit Commencement Date (BCD). If you wish to change a pre-BCD designation, please contact your local service representative.

JOINT ANNUITANT (Complete this section only if you have elected a Joint and Survivor Payment form.)

After my death, benefits are to be paid to my Joint Annuitant named below.

NAME	First	Last	DATE OF BIRTH	SOCIAL SECURITY NO.	RELATIONSHIP
ADDRESS	Street and Number	City		State	Zip Code

BENEFICIARY SECTION

After your death; and, if you have elected a Joint and Survivor Payment form with a period certain, after the death of your Joint Annuitant; any remaining benefits are to be paid to the beneficiary(ies) you list below.

If you name more than one primary or more than one secondary beneficiary, the death benefit will be paid in equal shares unless you show a different percentage (your figures for each beneficiary type must total 100%).

If no primary beneficiary is living when the death benefit is to be paid, the secondary beneficiary(ies) will receive the benefit. If no primary or secondary beneficiary is living at your death, the amount payable will be paid to the person(s) in the first surviving class of the following classes, in the following order: to (a) your surviving spouse, (b) your surviving children in equal shares, (c) your surviving parents in equal shares, (d) your surviving brothers/sisters in equal shares, or (e) the executors or administrators of your estate.

Name your beneficiaries in the space provided below. If you need more space, attach a page showing the necessary information for each beneficiary. Also include your name, Social Security number, signature and the date.

Beneficiary Type: X Primary	Beneficiary Type: Primary Secondary
Relationship: Spouse Child Parent Estate Other	Relationship: Spouse Child Parent Estate Other
FULL NAME First Initial Last	FULL NAME First Initial Last
DATE OF BIRTH (Optional) SOCIAL SECURITY # (Optional)	DATE OF BIRTH (Optional) SOCIAL SECURITY # (Optional)
ADDRESS Street	ADDRESS Street
City State Zip Code	City State Zip Code
1F FOREIGN RESIDENT Province Country BENEFIT PERCENT %	IF FOREIGN RESIDENT Province Country BENEFIT PERCENT
Beneficiary Type: Primary Secondary	Beneficiary Type: Primary Secondary
Relationship: Spouse Child Parent Estate Other	Relationship: Spouse Child Parent Estate Other
FULL NAME First Initial Last	FULL NAME First Initial Last
DATE OF BIRTH (Optional) SOCIAL SECURITY # (Optional)	DATE OF BIRTH (Optional) SOCIAL SECURITY # (Optional)
ADDRESS Street	ADDRESS Street
City State Zip Code	City State Zip Code
IF FOREIGN RESIDENT Province Country BENEFIT PERCENT %	IF FOREIGN RESIDENT Province Country BENEFIT PERCENT

SPOUSE'S WAIVER (Witnessed by Notary Public)

I have received an explanation of the qualified joint and survivor annuity form of benefit payment offered by the above plan, and of the financial effect of electing the other forms of payment under the plan and the relative values of the various choices. I have also received all information which I have requested as permitted and described by that explanation. I have read and understood it and believe I have sufficient information to consent to my spouse's election. I also acknowledge that I received the explanation and other information requested by my spouse no more than 180 days before the Benefit Commencement Date requested in this Application. I am aware that I have the right to consider that explanation and information for at least 30 days before consenting to my spouse's election but by signing and submitting this Application earlier.
explanation and information for at least 30 days before consenting to my spouse's election but by signing and submitting this Application earlier I specifically waive that minimum 30-day period.

SPOUSE'S SIGNATURE	DATE	
SIGNATURE AND SEAL OF NOTARY PUBLIC OR SIGNATURE OF AUTHORIZED REPRESENTATIVE	DATE	_
Note: Notary's acknowledgement should be added below.		

PARTICIPANT'S STATEMENT AND SIGNATURE

I have received an explanation of the qualified joint and survivor annuity form of benefit payment offered by the above plan, and of the financial effect of electing the other forms of payment under the plan and the relative values of the various choices. I have also received all information which I have requested as permitted and described by that explanation. I have read and understood it and believe I have sufficient information to make my election. I also acknowledge that I received the explanation and other information I requested no more than 180 days before the Benefit Comment Date requested in this Application. I am aware that I have the right to consider that explanation and information for at least 30 days before making my election but by signing and submitting this Application earlier I specifically waive that minimum 30-day period.

PARTICIPANT'S SIGNATURE	DATE

REGIONAL CONFERENCE RETIREMENT

PROOF OF AGE REPORT

	Send this form	to the "Office of t	he Secretariat'' c	of your	Conference	2.
EMPLOYER'S NAME	ADDRESS	СІТҮ		STATE	ZIP CODE	EMPLOYER NUMBER
PERSON'S NAME FOR WHOM PROOF IS	S BEING PROVIDED		S	OCIAL SEC	URITY NUMBER	DAY PHONE NUMBER
The person above is a	Participant	Joint Annuita	nt Benef	iciary	Alt	ernate Payee under a QDRO
f proof is for a Joint Annui	itant, Beneficiary, o	or Alternate Payee, the	Participant is:			
Vame:			Social Se	curity N	Number:	
TO THE PERSON SUBM Conference Secretary, who Plan Administrator in Hunt	will complete the	F: Provide your proo Employer's Section t	f with this complet below, return the pr	ted form oof to y	n. You may the ou and send	en give this material to you this form to the Office of th
TO THE CONFERENCE terson submitting it, and se	SECRETARY: If end the form, along	you are satisfied with with a copy of the pr	the proof submitted oof, to the Plan Adr	d, please ministrat	e complete thi tor.	s form, return the proof to th
Any person who knowing in an application for insur	ly presents a false or rance is guilty of a	or fraudulent claim for crime and may be sub	r payment of a loss of pect to fines and co	or benef nfineme	it or knowing ent in prison.	ly presents false information
		PROOI	F OF AGE			
	PREFERE	RED PROOF (Check	and submit one of	f the fol	lowing:)	
Birth Certificate	Certif:	ication of Birth	U.S. Passpo	ort	ים	U.S. Certificate of Citizenshi
ALTERNATE PROC	OF (If Preferred P	roof is unavailable, c	heck and submit t	wo (2) o	f the followin	ng that show birth date)
U.S. Driver's License		ort issued by n country	Immigration	record		Infant Baptism Certificate
Social Security Doc	cument Mil	litary Discharge recor	d Primary sc	hool rec	cord	Earliest hospital record
EXPLAN	ATION (If one	Preferred or two	Alternate proo	fs abo	ve cannot l	pe provided)
Explain here and submit t	this form with any p	proof available to you	r Conference Secret	ary for o	consideration.	
	•					
		PARTICIPANT'	S DECLARATI	ION		
Under penalties of perj	jury, I hereby decla	re that the information	n provided above is	true and	d accurate, to	the best of my knowledge.
PARTICIPANT'S SIGNATURE						DATE
	CONF	ERENCE SECRI	ŁTARY'S VERI	FICA'	ΓΙΟΝ	
have examined the evider	nce checked above,	and I am satisfied tha	at the correct date of	f birth is	3	
CONFERENCE SECRETARY'S SIGNATE	URE				MONTH	DAY YEAR DATE
					ļ	DALL.
	Carlo de La Carlo de Carlo de La Carlo de La Carlo de La Carlo de Carlo de Carlo de Carlo de Carlo de Carlo de	THE WORLD CONTROL TO SERVICE THE PARTY OF TH		- FERRIT CONTROL	44-34-74-14-14-14-14-14-14-14-14-14-14-14-14-14	
		Lib/AW	TE TEST ANNEX : SEE SE			
Alppacomod by					. IDaic	

Copy of SPOUSE



Birth Certificate, Passport, Etc..

Goes here!

Form W-9 (Rev. December 2011) Department of the Treasury

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

	Name (as shown on your income tax return)					
Б	Business name/disregarded entity name, if different from above					
Print or type See Specific Instructions on page	Check appropriate box for federal tax classification: Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate					
Print or type Instructions	☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ►	Exem	pt payee			
돈듯	☐ Other (see instructions) ▶					
ecific	Address (number, street, and apt. or suite no.) Requester's name and address	s (optional)				
See S i	City, state, and ZIP code					
	List account number(s) here (optional)					
Par						
	your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line Social security num	nber				
	old backup withholding. For individuals, this is your social security number (SSN). However, for a ent alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other	_				
	es, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>					
	n page 3.					
Note.	. If the account is in more than one name, see the chart on page 4 for guidelines on whose	tion number				
	per to enter.					
Par	t II Certification					
Under	r penalties of perjury, I certify that:					
1. The	ne number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to m	ne), and				
Se	am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by ervice (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS i b longer subject to backup withholding, and					
3. I a	am a U.S. citizen or other U.S. person (defined below).					
becau interes gener	ification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject use you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not appet paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement at rally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your actions on page 4.	ply. For mortga irrangement (IR/	ge A), and			
Sign	1 Signature of					

General Instructions

U.S. person ▶

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

Here

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only If you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are glvlng is correct (or you are waiting for a number to be issued).
 - 2. Certify that you are not subject to backup withholding, or
- 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- · An estate (other than a foreign estate), or

Date ▶

• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Form W-4P

Department of the Treasury Internal Revenue Service

Withholding Certificate for Pension or Annuity Payments

OMB No. 1545-0074

2012

Purpose. Form W-4P is for U.S. citizens, resident aliens, or their estates who are recipients of pensions, annuities (including commercial annuities), and certain other deferred compensation. Use Form W-4P to tell payers the correct amount of federal income tax to withhold from your payment(s). You also may use Form W-4P to choose (a) not to have any federal income tax withheld from the payment (except for eligible rollover distributions or payments to U.S. citizens delivered outside the United States or its possessions) or (b) to have an additional amount of tax withheld.

Your options depend on whether the payment is periodic, nonperiodic, or an eligible rollover distribution, as explained on pages 3 and 4. Your previously filed Form W-4P will remain in effect if you do not file a Form W-4P for 2012.

What do I need to do? Complete lines A through G of the Personal Allowances Worksheet. Use the additional worksheets on page 2 to further adjust your withholding allowances for itemized deductions, adjustments to income, any additional standard deduction, certain credits, or multiple pensions/more-than-one-income situations. If you do not want any federal income tax withheld (see *Purpose*, earlier), you can skip the worksheets and go directly to the Form W-4P below.

Sign this form. Form W-4P is not valid unless you sign it.

Future developments. The IRS has created a page on IRS.gov for information about Form W-4P and its instructions, at www.irs.gov/w4p. Information about any future developments affecting Form W-4P (such as legislation enacted after we release it) will be posted on that page.

	Personal Allowances Worksheet (Keep for your records.)			
_	Enter "1" for yourself if no one else can claim you as a dependent			A
•	(• You are single and have only one pension; or			
	You are married, have only one pension, and your spouse			
	Enter "1" if: \ has no income subject to withholding; or \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \			В
	Your income from a second pension or a job or your spouse's			
	pension or wages (or the total of all) is \$1,500 or less.			
	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a	spous	e who has	
	income subject to withholding or more than one source of income subject to withholding. (Enterin	g "-0-"	may help	
	you avoid having too little tax withheld.)			С
	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return			D
	Enter "1" if you will file as head of household on your tax return			E
				<u> </u>
	• If your total income will be less than \$61,000 (\$90,000 if married), enter "2" for each eligible child	d; then	less "1" if	
	you have three to seven eligible children or less "2" if you have eight or more eligible children.			
	• If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), e	nter "1	" for each	
	eligible child			F
	Add lines A through F and enter total here. (Note. This may be different from the number of exemptions you claim on	your tax	c return.) 🟲	G
	For f you plan to itemize or claim adjustments to income and want to reduce your	withho	olding,	
	accuracy, see the Deductions and Adjustments Worksheet on page 2.		-	
		dina a	r ara	
	all married and you and your spouse both have income subject to withholding a			
	worksheets combined income from all sources exceeds \$40,000 (\$10,000 if married), see the			
	that apply. Pensions/More-Than-One-Income Worksheet on page 2 to avoid having too li			
	 If neither of the above situations applies, stop here and enter the number from li 	ne G o	n line 2	
	of Form W-4P below.			
	Separate here and give Form W-4P to the payer of your pension or annuity. Keep the top par	t for yo	ur records.	
	WAD I was in a second of		OMB No.	1545-0074
or	₩-4P Withholding Certificate for	,	4	
	Pension or Annuity Payments		20	12
	partment of the Treasury mal Revenue Service For Privacy Act and Paperwork Reduction Act Notice, see page 4.			
O	ur first name and middle initial Last name	Your	social securi	ty number
_		01.1		
ło	me address (number and street or rural route)	Claim or identification number (if any) of your pension or		
	TANK THE COLUMN TO THE COLUMN THE		y contract	
)it	ry or town, state, and ZIP code			
`	omplete the following applicable lines.			
	Check here if you do not want any federal income tax withheld from your pension or annuity, (Do not comp	lete line	e 2 or 3.1 ▶	
	Total number of allowances and marital status you are claiming for withholding from each pe			_
-	annuity payment. (You also may designate an additional dollar amount on line 3.)			
	Marrital status: Single Married Married, but withhold at higher Single rate			(Enter numbe
3	Additional amount, if any, you want withheld from each pension or annuity payment. (Note. For p	eriodic	navments	of allowance
•	you cannot enter an amount here without entering the number (including zero) of allowances on line			¢.
	you cannot onto an amount note without entering the humber (morating zero) or allowances of the			\$
,				
10	our signature ▶ Date ▶			

REGIONAL CONFERENCE EMPLOYEE ACKNOWLEDGEMENT AND RELEASE

I, the undersigned emporovided with information by motion being the program sponsored by my	ny employer explaining t	he retirement plan and retire	e, have been ee health care
After reviewing the infor Plan and retiree health care bene-		n the new Restonal Conference and acknowledge that:	ce Retirement
I will be credite for purposes of determining my and retiree health care benefit pro	retirement benefit under	Church prior January 1, 200 the Regional Juderence Re	
2. Neither the Neresponsible for providing retirent and retiree health care benefit employer:	nent benefits to the		etirement Plan
benefits now rests solely with my health care benefits program:	y employer and a Regio		lan and retiree
4. The North Anthe Regional Conference Retire responsible for not an expressed the blanch as provided me about the blanch as p	en out Plan or retiree he he are tracy of the inform		and is neither
funding the Regional Column	Retirance of Plan and reti		m: and
for my opportunity to participate release the North American Distriction of through 5 above.	in the Regional Conferer		ram, I agree to
Signed this	day of	, 2002.	
(Employee Signature)	- (Sp	ouse Signature)	_
(Print name)	<u>(Pi</u>	int Name)	

Staple VOIDED check here



Mutual of America Electronic Fund Transfers Election Form

7	
Name:	·
Address:	
SS # or Federal ID#:	
ABA#:	
Account Number:	· · · · · · · · · · · · · · · · · · ·
Account Type (check one):	
☐ Checking ☐ Savings	
Please attach a blank personal check market	d VOID.
Name and Address of Bank:	. 17-
Name:	·
Address:	
I authorize Mutual of America to make all b ments due to me by Electronic Fund Trans bank account designated above.	
Signature:	·
Date:	
Telephone: ()	
For Mutual of America Use Only	

MUTUAL OF AMERICA LIFE INSURANCE COMPANY 320 PARK AVENUE NEW YORK NY 10022-6839