



## ***Notice of Electronic Disclosure and Consent Form***

The Steamfitters' Industry Fund Office encourages all members to go green! If you have a work or home e-mail address, you can opt to receive your employee benefit information electronically.

### **Here's how it works:**

- When you consent to electronic disclosure, you will receive an e-mail notification when new Employee Benefits notices have been posted to the Steamfitters' Internet site at [www.steamfitters.com](http://www.steamfitters.com).

### **Employee Benefit notices are:**

- Fund Office Newsletters
- Enrollment announcements
- Summary Plan Descriptions (SPDs)
- Summaries of Material Modification (SMMs)
- Summary Annual Reports (SARs)
- Summaries of Material Reductions (SMRs)
- Annual Funding Notice
- Correspondence
- Quarterly or Semi-Annual Statements
- Individual pension benefit statements
- COBRA notices
- Qualified Domestic Relations Order (QDRO) notices
- Qualified Medical Child Support Order (QMCSO) notices
- Creditable Coverage and disclosures under the Health Insurance Portability and Accountability Act (HIPPA)
- Suspension of benefit notices

To view notices, you can go directly to the Internet location above, or simply click the links provided in your notification e-mail.

### **Prior to consenting, you should understand:**

**Signature required:** To receive Employee Benefit notices electronically, you must sign the Consent to Electronic Disclosure form provided.

**Access:** If you do not have access to the Internet you should not consent.

**SPD:** Each benefit plan has a Summary Plan Description (SPD), which describes the major components of your plan.

**Summary of Material Modification (SMMs):** SMMs summarize significant changes made to your benefit plan. A plan's SPD and SMMs are important documents.

**Withdrawal of Consent:** You have the right to withdraw your consent to electronic distribution at any time at no charge. To withdraw consent, you must notify the Fund Office in writing or send an e-mail to [FundOffice@steamny.com](mailto:FundOffice@steamny.com).

**Paper Version of a Document:** If you consent to electronic distribution, you may still request a paper version of any document free of charge. All benefit notices, including SPDs and plan amendments, are available on the Internet as PDF files.

**Updating Your Email Address:** To update your email address for receipt of electronically furnished Employee Benefit notices, you must notify the Fund Office via email or in writing.

**Hardware and Software Requirements for Accessing and Retaining Documents:** Electronic notifications can be received at any valid email on file at the Fund Office. For optimal performance ensure that your computer has the latest version of Adobe Acrobat installed. Please use Firefox or Google Chrome to access the website.

### Consent to Electronic Disclosure

I consent to the electronic disclosure of all **Employee Benefit** notices, including Summary Plan Descriptions and SMMs.

I acknowledge that I have read the "Notice of Electronic Disclosure" and understand that I am entitled to withdraw my consent to receive **Employee Benefit notices** electronically at any time. I understand that I can receive a paper copy of all Employee Benefit notices, including Summary Plan Descriptions and SMMs, upon request at no charge. I also confirm that I have the ability, necessary hardware and software to access the Employee Benefits Internet site to view the documents and print copies.

I acknowledge that this is my responsibility to advise the Fund Office of any changes of my email address and I agree to advise the Fund of any such changes.

My e-signature below serves as a valid authorization to receive Employee Benefit notices electronically. By submitting this document to the Steamfitters' Industry Fund Office, I agree to be notified of **Employee Benefit notices** via e-mail. My e-mail signature below serves as an agreement to the terms of the Electronic Disclosure policy.

Name: \_\_\_\_\_

Book Number: \_\_\_\_\_

E-Signature: \_\_\_\_\_

Date: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Please return form to:  
Steamfitters' Industry Fund Office  
27-08 40<sup>th</sup> Ave, 2<sup>nd</sup> Floor  
Long Island City, NY 11101