



ILWU-PMA Pension Plan  
ILWU-PMA Welfare Plan

ILWU-PMA Watchmen Pension Plan  
ILWU-PMA Supplemental Welfare Benefit Plan

May 12, 2008

TO: ILWU Longshore, Ship Clerk and Walking Boss/Foremen  
Locals and Watchmen Locals 26 and 75

FROM: Gail Lorentz, Manager, Welfare Plans

**SUBJECT: ADDRESS CHANGE – ACTIVE and RETIRED MEMBERS**

In order to protect our members' privacy and to avoid misdelivery of checks or possible fraud, the Benefit Plans office does not accept address changes for members by telephone.

Active and retired members may change their address in one of the following ways:

1. Any member may go to their Union Local or Area Welfare Director's office and complete a Record Change Form;
2. *Any member may request a Record Change Form from the Benefit Plans office or the form can be downloaded at [www.benefitplans.org](http://www.benefitplans.org);*
3. *Any member may send a letter to the Benefit Plans office stating their new address;*
4. *Retired members may complete a Pensioner's Request for Change of Address form, available at the Locals, Area Welfare Director offices or from the Benefit Plans office;*
5. *Retired members whose pension checks are mailed to their homes may complete and return the Change of Address Form attached to their pension check.*

Regardless of which of the above procedures is used, the **member** must sign the address change notice, unless another person (such as a conservator or person with power of attorney) has been formally authorized to sign on the member's behalf. The document authorizing another person to sign on a member's behalf must be submitted, approved and on file with the Benefit Plans office before it is effective. No other signature, including a spouse's signature, will be accepted.

The Benefit Plans office will provide all health care providers with the member's new address upon receiving notice of an address change through one of the above procedures. *Health care providers may not accept address changes directly from members.*

Thank you for your cooperation in following the above procedures.

A copy of this memo can be downloaded at [www.benefitplans.org](http://www.benefitplans.org)

cc: Area Welfare Directors