

Pension Verification Request Instruction

Purpose: To verify an applicant's/resident's pension.

Note: This form must be mailed or faxed to the applicable plan administrator's office. The resident cannot "hand carry" the form.

Special Mention:

- ▶ As a courtesy, provide a self-addressed envelope.

Specific Instructions:

1. Enter property name and unit number.
2. Enter the name and the address of the plan administrator's office.
3. Enter your property's name and address (contact name and phone number is also helpful).
4. Enter name of the applicant or resident.
5. Enter applicant's Social Security number. *
6. Have applicant sign and date.

* **Note:** For privacy reasons, a resident may elect not to provide his/her Social Security number on this form. Residents who do not provide their Social Security number should sign Certification #2 on the *Identification Certification* form.

