

# **Updated Online Pension Application!**

## Now you can upload your documents when applying online.

You may apply online for your pension benefits and upload supporting documents by logging into https://ipass.iamnpf.org/. The Benefit Funds Office will officially receive your online application the same day it is submitted online.

IPASS will allow you to save a draft of an incomplete application but will not save documents. You may return to complete the application by logging back in and uploading all documents.



Once you submit a Pension Application, you will not be able to edit it or upload any additional documents. If you need to submit additional supporting documents, you may do so by email, fax (see below) or mailing them to the Benefit Funds Office.



IPASS will automatically log you out after 20 minutes of inactivity. Using the same computer, you will need to log in again to complete your application.



# HTTPS://WWW.IAMNPF.ORG/

#### How to Upload Supporting Documents

- Only submit one file per folder
- Clearly label all files
- Files may consist of scanned photographs of documents
- Files may be compressed into a zip file
- 512 MB limit
- Allowed File Types: pdf (preferred), doc, docx, png, jpeg

## **Checklist of Required Supporting Documents**

- Proof of Age (one of the following):
  - 1. Valid Drivers License (preferred)
  - 2. Valid Passport
  - 3. Birth Certificate
- Marriage Certificate (if married)
- Disability Award (if applicable)
- Divorce Decree and Settlement Agreement (if applicable)
- Spouse's Proof of Age (see list above)
- Request for Ruling on Post-Retirement Employment (if applicable)
- Voided Check (Direct Deposit Form)

1-800-424-9608 | M-F 9am – 7pm EST | Fax: 202-471-2547 | contact@iamnpf.org IAM National Pension Fund | 99 M Street, SE, Suite 600 | Washington, D.C. 20003

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