March 15, 2017

{ALTPAYEENAME}

{x istrAlternatePayeeAddressL1}

{x istrAlternatePayeeAddressL2}

{x if IsUSA = 1}

{istrAlternatePayeeCity} {istrAlternatePayeeState} {istrAltenatePayeeZip}

{x else}

{istrAltenatePayeeForeignPostal} {istrAlternatePayeeCity}

{x istrAltenatePayeeCountry}

{X endif}

**Re: QDRO Retirement Benefits –****{stdMbrFullNameInProperCase}**

Dear {prefix} {altlast}:

Enclosed is information regarding your retirement benefits under the Motion Picture Industry Pension Plan (the “Pension Plan”) that you are entitled to under the terms of your Qualified Domestic Relations Order (“QDRO”).

{x if STRF = Y}

Under the terms of your QDRO, you were awarded a portion of the Participant’s monthly Pension Plan payment in the amount of {ALTBEN}.

{else}

To begin receiving benefits under the Pension Plan, you must choose a benefit option by completing the enclosed QDRO Retirement Benefit Election Form. The following forms and documents must be returned to MPI by **June 30, 2016** foryour payments to begin on **August 1, 2016**.

{x endif}

{x if STRF = Y}

**Please Note: You may not change your election, or cancel or postpone your retirement after your retirement date, so you must consider your retirement options very carefully before making your election. To prevent delay of your payments, MPI must receive the completed QDRO Retirement Benefit Election Form at least 30 days before your retirement date.**

{x else}

**Please Note: You may not change your election, or cancel or postpone your retirement after your retirement date, so you must consider your retirement options very carefully before making your election. To prevent automatic cancellation of your retirement request, the Pension Plan must receive the completed QDRO Retirement Benefit Election Form by** **{QdroCommDate}.**

{x endif}

**Documents Required**

These legal documents must be submitted before your benefit payment can be processed. No benefits will be payable until these documents are received.

* Verification of Tax ID: Acceptable documents include a clear photocopy of your Social Security card or Medicare card.
* Proof of age: Acceptable documents include a clear photocopy of your birth certificate, passport, military discharge papers, and residency card or naturalization certificate. Driver license and state identification are NOT acceptable.

**Tax Withholding and Reporting**

You must complete and submit a W-4P Form to MPI to indicate whether you want taxes withheld from your monthly pension payments. If MPI does not receive a completed W-4P Form by the payment processing date, taxes will be withheld on your monthly payments as if you were married and claiming three withholding allowances. You may change your tax withholding elections at any time for future payments.

**Benefit Payment Method**

If you elect to receive your monthly pension benefit by direct deposit, your pension will be automatically transferred to your bank account on the first day of the month.

You may elect to receive your pension benefit by check, to be delivered to you by mail. Your check will be mailed to you on the last working day before the first of each month. If you believe a check has been lost in the mail, contact the Pension Plan for a replacement check; however, the Pension Plan must allow 10 working days for a check to reach you before replacing it.

Important Note: If for any circumstance the bank rejects your direct deposit, you will be notified immediately. Your future payments will be placed on hold (for security purposes) until we receive a written notification or authorization from you. The same process will be applied if the Pension Plan receives a notification from the U.S. Postal Service of undeliverable mail. It is very important that you keep your mailing address current.

**General Information**

**If You Move After Your Retirement**

**It is imperative that you inform the Pension Plan of your new mailing address if it changes after your benefit start date, even if you are receiving your payments via direct deposit. If you do not, you may not receive the Pension Plan communications which may be critical and time sensitive. Each year in January, the Pension Plan sends 1099R tax forms to Participants/Retirees who received taxable and non-taxable income during the prior Plan Year.**

If you have any questions, please contact MPI’s Participant Services Center by email at service@mpiphp.org or by telephone at (855) ASK-4MPI between 8 a.m. and 5 p.m. Pacific Time, Monday through Friday.

Sincerely,

{stdLoggedInUserFullName}

Retirement Benefits

See your Summary Plan Description for additional information about the plans. Benefits are subject to final verification, review and adjustment. If applicable, these amounts may be subject to change in accordance with any divorce or Qualified Domestic Relations Order (QDRO), which may or may not be on file. In the event of any inconsistency between any communications and the provisions of the plans, the actual provisions of the plans shall govern.

**IMPORTANT NOTICE**

**RETURN TO MPI BY**

The Retirement Benefits Department must complete the retirement set up several weeks before the upcoming retirement month, to ensure payment processing for the first of the month. **To ensure the commencement of your Pension Plan benefit, you must submit all completed forms, required documents, and make an appointment with a counselor either in person or by phone, before the indicated Return By date on this flyer. Any incomplete information or documents missing may delay the commencement of your benefit a month or so.**

**To avoid any delays make sure to:**

* Make an appointment with a counselor either in person or by phone. To schedule an appointment, please call (855) 275-4674.
* Provide a copy of your birth certificate or passport.
* Provide a proof of your social security number.
* Provide a copy of a legal document regarding name change, if applicable.
* **Complete the Benefit Election form. This form must be received by the Plan Office by the indicated Return By date on this flyer. Make sure to:**
  + Initial your elected benefit option on the QDRO Retirement Benefit Election Form.
  + Sign your QDRO Retirement Benefit Election Form.

**Important Note:**

Once you commence your monthly Pension Plan payments, you cannot change your benefit option, or cancel your retirement.

**These documents may be faxed to: (323) 877-2223 Attn: Retirement Benefits Department.** If you have any questions, please contact MPI's Participant Services Center by email at service@mpiphp.org or call toll-free (855) ASK-4MPI (275-4674), from 8 a.m. to 5 p.m. Pacific Standard Time, Monday through Friday.