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 Benefits –** {stdMbrFullNameInProperCase}

Dear {AltPrefix} {AltLastName}:

Enclosed is information regarding your benefits of Unclaimed Vacation & Holiday Pay (“UV&HP”) under the Motion Picture Industry Pension Plan (“Pension Plan”) that you are entitled to under the terms of your Qualified Domestic Relations Order (“QDRO”). You must complete and return the enclosed Lump Sum Distribution Election form to withdraw your UV&HP balance.

Under the terms of your QDRO, you were awarded a portion of the Participant’s UV&HP Balance in the estimated amount of {UVHPAmt} of Employee Contributions plus {UVHPInt} of interest, totaling {UVHPTotal}.

{x if UVHPInt >= 200}

**Documents Required**

* Proof of age: You must submit legal evidence of your date of birth prior to the receipt of any benefit payments. You may provide a clear photocopy of your birth certificate, passport, military discharge papers, residency card or naturalization certificate. If you elect the 50%, 75% or 100% Joint and Survivor benefit, you must also provide evidence of your spouse’s birth date.
* Verification of Tax ID for yourself and your beneficiary(ies): You must submit proof of a Social Security Number (SSN) or Tax ID Number (TIN) for yourself and each beneficiary. You may provide a clear photocopy of a Social Security card or Medicare card.

**Authorized Signatures**

As with any legal documents, it is very important that you read and understand your benefit options before signing any retirement documents.

**Rollover and Taxes:**

If the taxable amount your balance is equal to or greater than $200, it is subject to a mandatory 20% Federal tax withholding, unless you roll it over into a qualified IRA. You must complete the enclosed Lump Sum Distribution Election form to process the lump sum benefit. {endif}

***Please refer to the enclosed IRS Notice - Special Tax Notice Regarding Plan Payments (Pink) - for more detailed rules regarding your distribution.***

**Benefit Payment Method:**

Once the Pension Plan receives the required documents, your UV&HP balance will generally be processed in two to three weeks. Your UV&HP check will be mailed to you or your IRA institution via first-class mail, or it can be directly deposited into your bank.

**Summary of Required Documents**

* *Copy of your birth certificate*
* *Copy(ies) of Tax ID or Social Security card(s) for yourself and/or other beneficiaries*
* *A completed Direct Deposit Authorization Form, if you elect direct deposit*
* *Completed Lump Sum Distribution Election form*

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 provisions of the plans shall govern.