March 15, 2017

{qu Contact\_Fir\_Name} {qu Contact\_Last\_Name}

{qu Contact\_Addr}

{qu Contact\_City} {qu Contact\_State} {qu Contact\_Zip}

**RE:** **{qu Contact\_Type}–** **{stdMbrFullNameInProperCase}**

Dear {qu Contact\_Salutn} {qu Contact\_Last\_Name}:

The Motion Picture Industry Pension Plan (the “Pension Plan”) and the Motion Picture Industry Individual Account Plan (the “IAP”) (collectively, “MPI”) are in receipt of your correspondence regarding a {qu Contact\_Type} for {stdMbrFullNameInProperCase}.

If you would like to legally handle any retirement transactions, changes of address, direct deposit, etc. on behalf of {stdMbrFullNameInProperCase}, we require additional information in order to process your request. Please review the following and submit the required information:

{x if istrIsPOA = Y}

* An original or certified copy of the Durable Power of Attorney
* MPI also requires a Physician’s Certification of Incapacity. The Certification must be an original or certified copy.

{x endif}

{x if istrIsGuardian = Y}

* An original or certified copy of Guardianship.

{x endif}

{x if istrIsConservator = Y}

* An original or certified copy of Letters of Conservatorship, certified by the court within the last 90 days.

{endif}

Enclosed is a return addressed envelope for your convenience in forwarding the requested documents. These documents must be submitted in hard copy. Photocopies, e-mail, and faxes will not be accepted. The documents will be returned upon request.

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.