{CurrentDate}

{stdMbrFullName}

{x stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{x stdDomesticStateInternationalCountry}

{x stdMbrAdrCountryDesc}

**Re: Request for Retiree Health Benefits**

Dear {stdTitle} {stdMbrLastName}:

Enclosed is the Retirement Application you requested to commence your Retiree Health benefits. To begin receiving benefits under the Motion Picture Industry Retiree Health Plan (the “Plan”), you must complete and return the attached Retiree Health Application form at least two calendar months prior to your selected Retirement Date.

**Please Note: You may not change your election, or cancel or postpone your retirement after your Retirement Date, so you need to consider your retirement options very carefully before making your election.**

**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.
* Proof of Marriage: You must submit legal evidence of your current marriage, if applicable. You may provide a clear photocopy of your marriage certificate.

If you have any questions, please contact MPI’s Participant Services Center by e-mail at [service@mpiphp.org](mailto:service@mpiphp.org), or call (855) ASK-4MPI Monday through Friday from 8 a.m. to 5 p.m., Pacific Time.

Sincerely,

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.