**COVID -19 APPLICATION CHECKLIST**

**Please utilize this checklist to ensure that you have completed your application fully. This will expedite the application process. Missing Documents or an incomplete application will delay the processing of your application.**

* **Distribution Application**
	+ I) Enter the amount requested
	+ II) Tax Withholding Election
	+ III) Marital Status - Send in a copy of your Marriage Certificate, Any Divorce Decrees with Settlement Agreements or Death Certificates
	+ IV) Print, sign and date the form in the presence of a Notary
	+ Spousal Consent Page

Consent of Spouse –

* + - * Spouse must sign in the presence of a notary
* **Copy of current driver’s license or state ID or Birth Certificate**
* **Copy of your marriage certificate**
* **Copy of any Divorce Decrees with Settlement agreements or Death Certificate**

*Please return your completed form to:*

*Plan Administrator*

*Ohio Carpenters’ Annuity Fund*

*PO Box 31580*

*Independence, OH 44131*

*FAX 216-539-3221*