

Instructions for Completing the Local 1 Annuity Loan Application for **DISABILITY**

- 1) Begin on page 2 of the application and complete lines 1-3 which are all personal information.
- 2) For line 4, list the first day of disability. This would be the first day that you were not able to go into work either due to illness or mandatory quarantine.
- 3) For line 5, list the cause of your disability. If you are quarantined and either tested positive for COVID-19 or are awaiting results of a test, you can list COVID-19.
- 4) For line 6, list your most recent employer, even if you are no longer employed by them.
- 5) For line 7, enter in the range of your first day of disability (refer to line 4) and your expected return to work date. The return to work date should be listed by either the note provided by the doctor who diagnosed you, or the date that your quarantine will end. At the time of your recovery or the end of the quarantine if you do not have work, please apply for unemployment.
- 6) For line 8, list the doctor who diagnosed you. If you were diagnosed by the state health board, you may write that in.
- 7) For part II on page 2, enter in the amount that you are requesting for the loan. The maximum amount that you may request is \$1,000.00 per week for Disability or Unemployment and you can be paid up to 4 weeks for your initial application.
- 8) On page 3, sign your name and fill in the date on the lines at the bottom of the page.
- 9) Complete page 4 only if you are either single or divorced and have not re-married. Have your signature notarized on this page. If you are divorced and have previously submitted divorce decree and QDRO to the fund office, you do not need to re-submit those documents.
- 10) If you are married, complete the first half of page 5 and sign your name. The remainder of page 5 as well as pages 6 and 7 will need to be completed by your spouse. Your spouse will need to have their signature notarized at the bottom of page 7.
- 11) Before mailing or emailing your application to the Fund Office, please call (551) 245-6932 to have your application witnessed. After your signature has been witnessed, then please send your application to the Fund Office that **same day**, via email with a pdf document or image attached to one of the emails below or by fax @ 201-592-8328.

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