



# SECURITY BENEFIT FUND OF THE UNIFORMED FIREFIGHTERS ASSOCIATION

OF GREATER NEW YORK LOCAL 94 I.A.F.F. AFL-CIO  
204 EAST 23RD STREET, NEW YORK, N.Y. 10010  
TEL: 212-683-4723 FAX: 212-683-0693

TRUSTEES:  
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## NEWLY WED CHECKLIST (ACTIVE)

In order to add your spouse to your:	YOU MUST:
<b>1. City Health Plan</b>	<p>Fill out and forward Form ERB (Employee Health Benefit Application) with a <b>copy of your Marriage Certificate</b> to add your spouse to your medical plan, to:</p> <p style="text-align: center;">BUREAU OF PERSONNEL RESOURCES / HEALTH PLAN UNIT 9 METROTECH CENTER, 6<sup>th</sup> FLOOR BROOKLYN, NY 11201-5431 PHONE 718-999-2196</p>
<b>2. Welfare Benefits</b> (Prescription Drugs, Dental, Optical)	<p>Call the Security Benefit Fund – 212-683-4723, Ext 2. Let them know you are newly married and request a copy of the green beneficiary enrollment card. When you receive the card, fill it in completely (both sides), sign it and send it, with a <b>copy of your Marriage Certificate</b> to:</p> <p style="text-align: center;">SECURITY BENEFIT FUND 204- EAST 23RD ST, THIRD FLOOR NEW YORK, NY 10010-4628 PHONE 212-683-4723, EXT. 2 FAX 212-683-0693</p>
<b>3. Catastrophic Major Medical Insurance</b>	<p>You must send letter (in folder) with a <b>copy of your Marriage Certificate</b> to:</p> <p style="text-align: center;">MARSH AFFINITY GROUP PO BOX 10374 DES MOINES, IA 50306-0374 PHONE 800-503-9230</p>
<b>4. SBF \$10,000 Death Benefit</b>	<p>If you want to name your spouse as primary or secondary beneficiary, you must notify the <b>Security Benefit Fund</b> (<i>See #2 above</i>).</p>

In order to add your spouse to your:	<b>YOU MUST:</b>
<b>5. UFA Life Insurance</b>	<p>If you want to add dependent coverage to your policy, change or add beneficiary you must notify the UFA to request the proper forms (<i>See #2 on other side of this page</i>). Fill them in and send them back to for the proper forms:</p> <p style="text-align: center;">GROUP LIFE INSURANCE PROGRAM  UNIFORMED FIREFIGHTERS ASSOCIATION  204 EAST 23<sup>RD</sup> STREET, 3<sup>RD</sup> FLOOR  NEW YORK, NY 10010-4628  ATTENTION: ACTIVE / CHANGE OF BENEFICIARY  PHONE 212-683-4723 EXT. 4</p>
<b>6. Fire Department Life Insurance</b>	<p>If you want to <b>add a beneficiary</b> to your <b>FDNY Life Insurance</b> send <b><u>notarized</u> “Designation of Life Insurance Beneficiary” form</b> to:</p> <p style="text-align: center;">FDNY PENSION BENEFITS UNIT  9 METROTECH CENTER, ROOM 6W-4K  BROOKLYN, NY 11201-5431  PHONE 718-999-1196 OR 718-999-2321</p>
<b>7. Pension Beneficiary</b>	<p>If you want to <b>add a pension beneficiary</b>, send a <b>notarized “Designation of Beneficiary of Death Benefits” form</b> to:</p> <p style="text-align: center;">FDNY PENSION BENEFITS UNIT  <i>(Address and Phone Number Above – see #6)</i></p>
<b>8. Deferred Compensation Plan</b>	<p>If you are enrolled in the Deferred Compensation Plan, you may want to add a beneficiary. If so, fill out and forward Enrollment / Change Form to:</p> <p style="text-align: center;">CITY OF NEW YORK/OFFICE OF LABOR RELATIONS  40 RECTOR STREET, 16<sup>TH</sup> FLOOR  NEW YORK, NY 10006-1705  ATTENTION: DEFERRED COMPENSATION DESK  PHONE 212-306-7760</p>
<b>9. Change Exemptions</b>	<p>If you want to <b>Change Exemptions</b>, you need to fill out Federal and State Tax Withholding Forms (W-4 and IT2104). There are 3 ways this can be done:</p> <ol style="list-style-type: none"> <li>1. Go online to ESS (<a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a>) and fill out the form online.</li> <li>2. You can go online to Payroll, print up the forms, fill them in and mail them. Go to <a href="http://www.nyc.gov/payroll">www.nyc.gov/payroll</a> and print up the Federal Form (W-4) and the State Form (IT2104). Or you can</li> <li>3. PHONE 718-999-2288 and ask them to mail you the new withholding forms, fill them in and mail them back.</li> </ol> <p>It is also important to realize that any change in withholding can and will affect your individual tax returns. For this reason, it is suggested that you consult with your tax advisor to fully understand the meaning of any change in withholding.</p>