TELEX TIMES

The Plan Office Staff would like to let the members and families affected by Hurricane Harvey know that you are in our thoughts and we are available to assist with Plan business during this trying time.

In order to facilitate matters for you please note the following:

GENERAL PLAN BUSINESS

Any Member that had pending Plans Business should contact Mary Birmingham or Patty Kelly at the Baltimore Plan Office at (800) 811-6322 or by e-mail to <u>ADMIN@MEBAPLANS.ORG</u>. They will direct you to the appropriate department in the Plan Office.

CONTACT INFORMATION

After a review of the United States Postal Service's listing of affected zip codes, the Plan Office understands that many members' homes may have been affected by Harvey and that you may be in long-term, temporary quarters. Please contact the Member Services Department at Plan Office to keep us informed of any address changes that may affect delivery of mail to you. <u>MEMBERSERVICES@MEBAPLANS.ORG</u>.

SEPTEMBER 1ST PENSION CHECKS

Unfortunately, September 1st Pension Checks were mailed before the extent of damage was known. Retirees living in the affected area who normally receive their pension checks via the United States Postal Service and are now in temporary quarters should contact the Plan Office to provide alternate delivery instructions. Call the Plan Office at (800) 811-6322 and ask for the Pension Department.

SIGN UP FOR M.E.B.A. VACATION AND/OR PENSION PLAN DIRECT DEPOSIT

Designed for convenience, M.E.B.A. members can help themselves by taking advantage of the Pension Plan and Vacation Plan Direct Deposits that will help save them time and ease Plans processing costs. Authorization forms are available from the Plans Office, Plans Outport Offices and at the Plans' website – <u>www.mebaplans.org</u> (Forms and Documents, Vacation Plan Forms) & (Forms and Documents, Pension Plan Forms). Complete details are available on the Plans' website as well. Contact (800) 811-6322 or <u>vacation@mebaplans.org</u> & <u>pension@mebaplans.org</u> for more info.

In order for your October 1st pension check to be direct deposited into your banking institution, the Pension direct deposit forms must be completed and received at the Plan Office no later than September 14, 2017.