



HAWAII ELECTRICIANS ANNUITY FUND

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ANNUITY HARDSHIP WITHDRAWAL DOCUMENTATION GUIDE

I. Your Hardship Withdrawal application must include the following or it will be considered incomplete:

1. Letter explaining your Hardship
2. Copies of one (1) month of paychecks, unemployment checks, temporary disability or workers' compensation check stubs from you and your spouse
3. Copies of the latest W-2 tax forms for you & your spouse
4. If married, copy of your marriage certificate
5. If ever divorced, copies of all divorce decrees for applicant only
6. Copies of birth certificate, passport or naturalization papers for both you and your spouse
7. The following documentation pertaining to your specific Hardship:

A. EVICTION FROM RENTAL UNIT OR MORTGAGE FORECLOSURE (Must be your Primary Residence)

Eviction notice or foreclosure notice stating:

- a. How many months of payments you are behind
- b. How much is owed at the time; and
- c. When payment is due to prevent the eviction or foreclosure

NOTES: (1) **The Fund must be provided sufficient time to issue a check before the payment deadline, or your application will be denied.** Your landlord or mortgage holder may provide written confirmation that the deadline has been extended to supplement the eviction or foreclosure notice;

(2) **It is not sufficient that you are behind on your rent or mortgage;** the Hardship Withdrawal can only be made to prevent a forthcoming eviction or foreclosure.

B. MEDICAL BILLS (For you, your spouse, or dependent children)

Copies of **current outstanding medical bills** not covered by Insurance.

Total amount of the Hardship Withdrawal must be at least \$100.00

(You cannot be reimbursed for bills that have been paid.)

C. AMOUNTS NECESSARY TO SECURE A RENTAL UNIT

Draft or executed rental agreement showing the amounts payable for security deposit, first month's rent, and other expenses necessary to have the right to move into the rental unit.

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D. FUNERAL EXPENSE (For deceased spouse, child or parents only)

Copies of quotes from the funeral home and/or catering facility. Airfare cannot be included in the Hardship Withdrawal amount.

(You cannot be reimbursed for expenses that have been paid)

E. ASSISTANCE WHEN UNEMPLOYED AND NOT QUALIFIED FOR UNEMPLOYMENT OR WELFARE ASSISTANCE (food, clothing, rental, and medical expenses) –

Applicant must have signed the books with Local Union 1186, be available for work, and have not rejected work. You may be required to provide an unemployment benefit denial statement and/or welfare assistance denial statement plus other applicable documentation (unpaid medical bills, rental agreement, personal budget, etc.).

F. EDUCATION FOR PHYSICALLY OR MENTALLY HANDICAPPED DEPENDENT CHILD NOT COVERED BY GOVERNMENT AID.

Invoice or contract from education facility. Please contact our office for other necessary documentation on a case-by-case basis.

G. CATASTROPHIC EXPENSES CAUSED BY FIRES, FLOODS, ACCIDENTS, OR EARTHQUAKES IN EXCESS OF YOUR CASH RESERVES AND FINANCIAL ASSISTANCE.

Insurance claims made, paid, and/or denied, contractor(s)'s quotes, and pictures of damage. Please contact our office for other necessary documentation on a case-by-case basis.

II. Other Limitations on Your Hardship Withdrawals

1. You may only receive two (2) Hardship Withdrawals during the five (5) fiscal year period ending with the fiscal year of application;
2. Hardship Withdrawals are limited to the lesser of 50% of your Account Balance or \$25,000.00 and
3. Only amounts supported by documentation may be paid as a Hardship Withdrawal