

Northwest Insulation Workers Welfare Trust

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Administered by
Welfare & Pension Administration Service, Inc.

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BILLINGS, MT

IMPORTANT HEALTH PLAN INFORMATION ACTION REQUIRED BY FEBRUARY 25TH

**TO: All Active and COBRA Eligible Participants
Northwest Insulation Workers Welfare Trust**

RE: Dependent Eligibility and Verification Audit

The Board of Trustees of the Northwest Insulation Workers Welfare Trust (the "Trust") has requested the Administration Office to verify that enrolled dependents meet the Plan's definition of an eligible dependent. In order for your dependent(s) to continue to receive benefits from the Trust, **you must complete the enclosed form and return it with supporting documentation as proof of their eligibility by February 25, 2022.**

You are required to provide documentation verifying your dependents' eligibility and their relationship to you, the subscriber. For a spouse, you must submit a copy of the certified marriage certificate. If you are no longer married to a spouse who is currently enrolled, you must also submit a copy of your divorce decree. For children, the acceptable forms of documentation include a copy of the certified birth certificates, adoption decrees, legal guardianship orders, Qualified Medical Child Support Orders and/or parenting plans (if applicable). If your child is married, you must also include a copy of the child's marriage certificate.

If you do not have the necessary documentation, you will need to obtain that information in order to properly complete the Plan's verification request. For example, you may need to contact your county vital records department to obtain a certified birth certificate or marriage certificate, or you may need to contact the county courthouse for adoption or custodial orders for dependent children.

Enclosed is a prepopulated Information Verification Form that lists your currently enrolled dependents. On the reverse side of the form is a detailed list of instructions to complete the form.

If you do not complete the Information Verification Form and provide the documentation necessary to verify dependent eligibility, health claims for unverified dependents may be denied commencing May 1, 2022.

Should you have any questions, please contact the Administration Office via email at: NWInsulationAudit@wpas-inc.com or by phone at (844) 811-6789, option 4.

**Board of Trustees
Northwest Insulation Workers Welfare Trust**