

Dear member,

I have enclosed a SUB Fund Application for your completion. The weekly SUB Fund Benefit is \$300.00 per week, \$225.00 after mandatory taxes.

**To collect from the SUB Fund** you must submit the **Payment Information** page from the Minnesota Unemployment website weekly, after their payment has been deposited into your account. The page needed is under 'View and Maintain my account.' On the **Payment Information** page you will need to click the '**Search**' button under the date range to show the weeks itemized with the Payment Process date.

Please put your **Medical ID Number** or social security number on the page each time you submit it by mail or fax. You can also e-mail the pages to: [SUBFund@ibew292benefits.org](mailto:SUBFund@ibew292benefits.org) with your Medical ID number in the subject line.

\*We cannot accept an account summary or request for benefits payment confirmation page.\*

We must receive this information **before 8:00 a.m.** each Monday otherwise your check will be issued the following Monday. The SUB Fund has Monday mornings for processing, or Tuesday mornings after a holiday at which time we will accept anything that comes through **before 8:00 a.m.** Tuesday morning.

If you do not have a computer at home you can go to the 292 offices in the Minneapolis, St. Cloud, or the benefits office, where a computer will be available for your use.

If you have any questions please feel free to call me at 763-493-8830.

Sincerely,

SUB Fund Coordinator

**\*\*SUB Fund applications are good for 1 year, you do not have to include copy of application with each weekly submission\*\***

[www.ibew292benefits.org](http://www.ibew292benefits.org)