



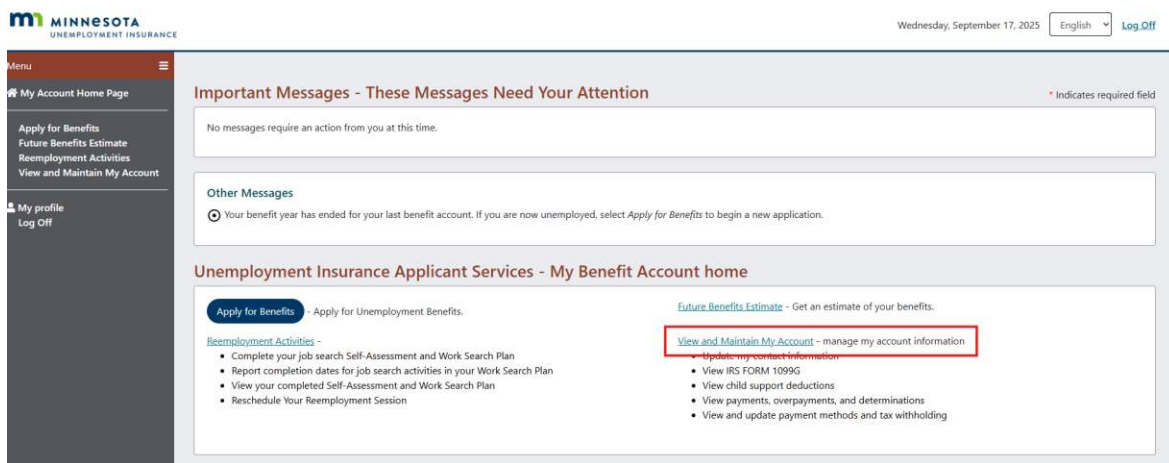
Dear Member,

To collect a weekly payment from you Supplemental Unemployment Benefit Fund (Subfund) we ask you:

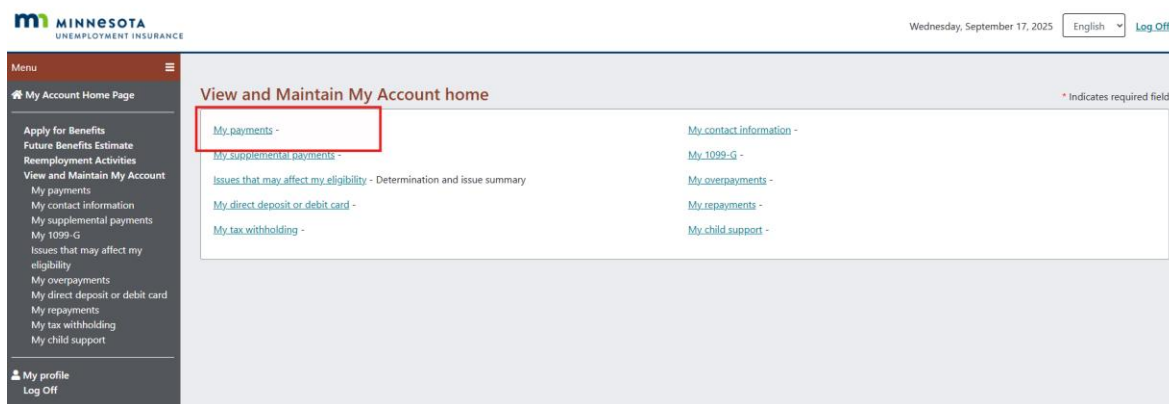
- Complete the Subfund application (applications are valid for 1 year)
- Complete the Subfund ACH form (does not expire unless information changes)
- Provide your payment history page from the unemployment website

To access your payment history page after you login to the unemployment website,

- Click View and Maintain my Account

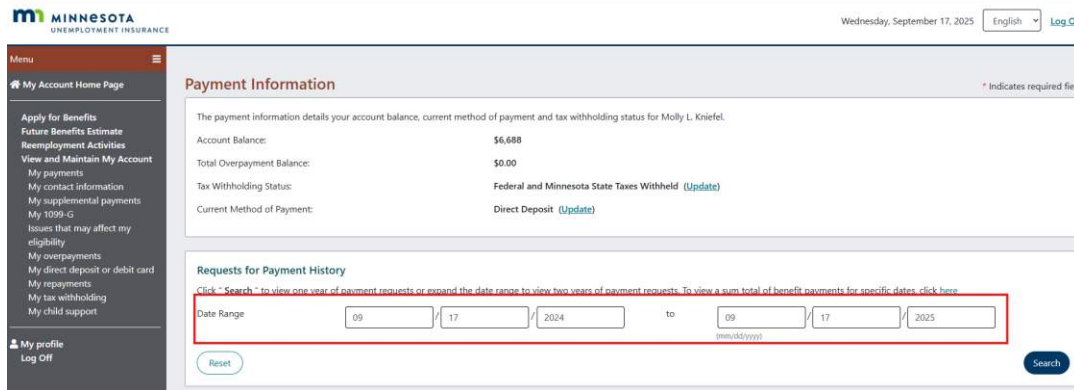


- Click My Payments





- Enter the timeframe for your payments.



- Take a screenshot of the payment confirmation once the Payment Status states Processed. We cannot issue payment with the payment being processed. We also cannot accept account summaries, request for benefits confirmation page or record of bank deposit.



Applications and forms are available under the Forms section of our website, [www.ibew292benefits.com](http://www.ibew292benefits.com) or by contacting the Subfund department by email at [subfund@ibew292benefits.org](mailto:subfund@ibew292benefits.org) or by phone at 763-493-8833.

Applications, ACH forms and proof of unemployment must be returned to the Subfund Department by fax, email or in person. We must receive your request for the benefit by 8:00 am on Monday to receive your deposit for the week. Anything received after 8:00 am will be paid on the following Monday. The weekly amount of the benefit is \$300, but after mandatory taxes your payment will be \$225. This will be directly deposited into your account of choice.

If you have any questions or require further assistance, please contact the IBEW 292 Benefits Office.

Sincerely,  
Molly Kniefel - Subfund Coordinator