

# SOUTHWESTERN TEAMSTERS SECURITY FUND

Administrator:  
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## SUGGESTIONS FOR REVIEW/DISCUSSION AT A UNION MEETING

REMIND MEMBERS THAT THEY MUST FILE ANY CHANGES IN PERSONAL INFORMATION WITH THE FUND OFFICE.

- ❖ CHANGE OF ADDRESS  
THIS WILL ENSURE THAT THE MEMBER RECEIVES ALL IMPORTANT MAILINGS, INSURANCE DOCUMENTS, ETC.
- ❖ CHANGE IN MARITAL STATUS  
PROVIDE COPY OF MARRIAGE LICENSE OR DIVORCE DECREE, WHICH EVER IS APPLICABLE.
  - CLAIMS WILL NOT BE PAID ON NEW SPOUSE UNTIL PROPER DOCUMENTATION IS PROVIDED (ENROLLMENT FORM AND MARRIAGE LICENSE)
  - IF NOT NOTIFIED OF DIVORCE, *CLAIMS PAID ON DIVORCED SPOUSE WILL BECOME THE RESPONSIBILITY OF THE MEMBER*
- ❖ ADD OR DELETE DEPENDENTS  
SUBMIT A COMPLETED ENROLLMENT FORM REGARDING THE ADDITION OF DEPENDENTS
  - FEDERAL REGULATIONS REQUIRE THAT THE FUND OFFICE IS PROVIDED WITH A SOCIAL SECURITY NUMBER FOR ALL DEPENDENTS. CLAIMS WILL BE PENDED FOR RECEIPT OF THIS INFORMATION
- ❖ CHANGE IN BENEFICIARY  
SUBMIT AN ENROLLMENT FORM WITH AN UPDATED BENEFICIARY DESIGNATION, IF NECESSARY
- ❖ PROVIDE CERTIFICATION OF FULL TIME STUDENT STATUS FOR DEPENDENTS 19 – 23 YEARS OF AGE
  - MUST BE REGISTERED AT AN ACCREDITED POST-SECONDARY EDUCATIONAL INSTITUTION AND CARRY A MINIMUM OF 12 CREDIT HOURS
  - FOR ELIGIBILITY, CERTIFICATION MUST BE PROVIDED FOR THE FALL SEMESTER AND THE SPRING SEMESTER. SPRING CERTIFICATION WILL PROVIDE COVERAGE THROUGH AUGUST 31
- ❖ ADVISE OF MEDICARE ENROLLMENT  
MUST PROVIDE A COPY OF THE MEDICARE CARD SHOWING ENROLLMENT IN PART A AND PART B
  - WHEN A RETIREE REACHES MEDICARE AGE, CLAIMS WILL BE ADJUDICATED AS IF MEDICARE ELIGIBLE.

TAKE ADVANTAGE OF THE WEBSITE: [WWW.SOUTHWESTSERVICETPA.NET](http://WWW.SOUTHWESTSERVICETPA.NET)