

PENSION PLAN FOR EMPLOYEES OF THE  
TOWN OF ORANGE PARK

SUMMARY PLAN DESCRIPTION

Prepared June 2016

## INTRODUCTION TO YOUR PLAN

Your Employer has established a defined benefit pension plan to provide eligible employees with retirement and related benefits.

This Summary Plan Description is a brief description of your Plan and your rights, obligations, and benefits under that Plan. This Summary Plan Description is not meant to interpret, extend, or change the provisions of your Plan in any way. The provisions of your Plan may only be determined accurately by reading the actual Plan document.

A copy of your Plan is on file at your Employer's office and may be read by you, your beneficiaries, or your legal representatives at any reasonable time. If you have any questions regarding either your Plan or this Summary Plan Description, you should ask your Plan's Administrator. In the event of any discrepancy between this Summary Plan Description and the actual provisions of the Plan, the Plan shall govern.

## GENERAL INFORMATION ABOUT YOUR PLAN

There is certain general information you may need to know about your Plan. This general information is summarized below.

### Name of Plan

Pension Plan for Employees of the Town of Orange Park

### Employer

Town of Orange Park  
2042 Park Avenue  
Orange Park, FL 32073

### Plan Administrator

Employer

Trustee (if other than Plan Administrator)

Town Council of Orange Park

### Designated Agent for Service of Legal Process

Plan Administrator

### Type of Administration

The Plan Administrator is responsible for the overall administration of the Plan. It has discretionary authority to construe the terms of the Plan and make determinations on questions which may affect your eligibility for benefits. The Plan Administrator may also retain the services of attorneys, accountants, actuaries, investment advisors and other professionals.

### Plan Year

Each 12 month period beginning on January 1st and ending on December 31st. The Plan's fiscal records are maintained on a September 30 basis.

### Relevant Provisions of Local and State Laws

The Plan is set forth in Ordinance No. 11-87.

The most recent amendment to the Plan which is reflected in this Summary Plan Description is Ordinance No. 11-16, with an effective date of June 7, 2016.

Your Plan is also governed by certain provisions of Part VII, Chapter 112, Florida Statutes (F.S.), and various federal laws.

### Relevant Provisions of Collective Bargaining Agreements

Certain employees covered by the Plan are members of the following collective bargaining unit(s):

Northeast Florida Public Employees' Local 630, Laborers' International Union of North America (AFL-CIO).

The current collective bargaining agreement between the unit and the Employer covers the period from October 1, 2013 through September 30, 2016. Article XVII, Section 17.4 and Appendix E of the agreement refers to pension matters.

Police Benevolent Association

The current collective bargaining agreement between the unit and the Employer covers the period from October 1, 2013 through September 30, 2016. Article 30 of the agreement refers to pension matters.

### Custodian

The custodian of the Plan is responsible for the safekeeping of securities owned by the Pension Fund. At the direction of the Plan Administrator, the custodian also pays benefits to eligible persons and pays expenses incurred by the Plan. The custodian is:

Florida Municipal Pension Trust Fund  
Tallahassee, Florida

**Investment Manager(s)**

The investment manager is responsible for selecting the securities to be bought and sold by the Pension Fund, in accordance with guidelines established by the Plan Administrator. The investment manager is:

Florida Municipal Pension Trust Fund  
Tallahassee, Florida

**Member**

Each employee of the Employer who is eligible to participate in the Plan and who fulfills the prescribed eligibility requirements.

**Beneficiary**

Each person designated to the Plan Administrator by you to receive any payments that may become payable by the Plan upon your death. You should designate a Beneficiary when you become a member of the Plan by completing a Beneficiary Designation Certificate. You may change your designation at any time upon written notification to the Plan Administrator by updating your Beneficiary Designation Certificate.

**General Employee Groups**

General employees are identified by the groups listed below:

- Group A: Those general employees not identified as Local 630 or those in dispatcher positions.
- Group B: Local 630 Participants
- Group C: Dispatcher participants

## CONTRIBUTIONS TO THE PLAN

Benefits of the Plan are financed by contributions that are paid into the pension fund and by investment earnings generated by investment of the pension fund. Contributions to the fund are made by your Employer and by all members of the plan.

Your Employer must contribute an amount determined by the Plan's actuary to be sufficient to fund systematically the benefits under the Plan. The Employer's contribution will vary depending on the experience of the Plan.

Group A: Effective June 7, 2016, employees who are not part of a union shall contribute 3% of gross earnings.

Group B: Effective October 1, 2013, employees in positions represented by Local 630 shall contribute 1% of gross earnings. Effective October 1, 2014, employees in positions represented by Local 630 shall contribute 2% of gross earnings. Effective October 1, 2015, employees in positions represented by Local 630 shall contribute 3% of gross earnings.

Group C: Effective June 3 2014, employees in dispatcher positions shall contribute 2% of gross earnings. Effective October 1, 2014, employees in dispatcher positions shall contribute 3.5% of gross earnings. Effective October 1, 2015, employees in dispatcher positions shall contribute 5% of gross earnings. Employee contributions shall be deducted from Employee earnings.

## ELIGIBILITY AND CREDITED SERVICE

### Eligibility

You are eligible to be a Member of the Plan if you are a general employee of the Employer. In addition, you must complete one year of service.

The following may not become Members of the Plan:

Police Officers  
Firefighters

### Credited Service

Credited Service is used to compute the amount of pension benefit when you retire, to determine whether you are eligible for certain benefits and to determine whether you are vested. Your Credited Service is equal to your total number of years and fractional parts of years of actual service with the Employer. Vacations and other paid leaves of absence are included. Unpaid leaves of absence are not included.

### Break in Service

If you terminate employment and later return to work for the Employer, you will retain Credited Service earned prior to your date of rehire.

### Military Service

Should you take a leave of absence from the Employer in order to enter the military, your period of leave will be included in your Credited Service if you return to work for the Employer shortly after your discharge.

Your active duty in the military prior to date of hire by the Employer is not included in Credited Service.

### Purchased Service

At the Employer's discretion, you may be permitted to purchase additional years of credited service. The Employer will determine the cost of the purchase.

## RETIREMENT DATES

### Normal Retirement Date

The Normal Retirement Date is the earliest date when unreduced retirement benefits may be paid. Your Normal Retirement Date is the earlier of: (a) the date that you reach age 65 and complete ten years of Credited Service or (b) the date that you reach age 62 and complete twenty years of Credited Service.

### Early Retirement Date

Your Early Retirement Date is the date when you reach age 55 and complete ten years of Credited Service. You may retire at any time following this date with reduced benefits as described later.

### Late (Postponed) Retirement Date

You may continue to work past your Normal Retirement Date. The date you actually stop working will be your Late (Postponed) Retirement Date.



## RETIREMENT BENEFITS

### Normal Retirement Benefit

The monthly benefit that you will receive if you continue in employment until your Normal Retirement Date is called your Normal Retirement Benefit.

The amount of your Normal Retirement Benefit is based on the following factors:

1. Your Covered Salary - This is the amount of your base compensation excluding overtime, commissions, bonuses and extra compensation of any form.
2. Your Average Annual Earnings

Group A: Annual average earnings equals the five highest years of service of the ten years immediately preceding the participant's retirement, termination or death, whichever is earliest. However, average annual earnings shall not be less than the annual average earnings as of June 7, 2016.

Group B: For employees in positions represented by local 630, average annual earnings means the 1 annual average of a participant's earnings for the five-year period immediately preceding his retirement date, his date of termination or his date of death, whichever is earliest.

Group C: For employees in dispatcher positions, average annual earnings means the annual average of a participant's earnings for the five highest years of service of the ten years immediately preceding the retirement or termination of the employee.

3. Your years of Credited Service at your Normal Retirement Date
4. The multiplier of the average annual earnings

Group A: For those participants hired prior to June 7, 2016, a participant's annual pension benefit on normal retirement shall be 2.5 percent of his average annual earnings for each year of his credited services, subject to the maximum benefit. For those participants hired on or after June 7, 2016, a participant's annual pension benefit on normal retirement shall

be 2 percent of his average annual earnings for each year of his credited services, subject to the maximum benefit. In no event, however, shall the annual pension benefit on normal retirement be less than \$600.00 before any adjustments to the pension benefit that may apply.

Group B: A local 630 participant's annual pension benefit on normal retirement shall be 3.5 percent of his average annual earnings for each year of his credited service through September 30, 2013, and 2.0 percent of his average annual earnings for each year of credited service on or after October 1, 2013, subject to the maximum benefit.

Group C: For compensation earned by dispatchers before June 3, 2014, the annual pension benefit on normal retirement shall be 2.5 percent of average annual earnings for each year of credited service, subject to the maximum benefit. However, for all compensation earned on or after the date of June 3, 2014 by dispatchers who were hired before June 3, 2014, the annual pension benefit on normal retirement shall be 2.25 percent of average annual earnings for each year of credited service, subject to the maximum benefit. For dispatchers hired on or after June 3, 2014, a participant's annual pension benefit on normal retirement shall be two percent of average annual earnings for each year of credited service, subject to the maximum benefit.

An example of the calculation of a Normal Retirement Benefit is as follows:

Multiplier = 2.5%

Average Monthly Salary = \$1,500

Credited Service = 22 Years

$(2.5\% \times \$1,500 \times 22 \text{ years}) = \$825.00$  which would be the Normal Retirement Benefit payable each month.

The retirement benefit is paid to you for the rest of your life in accordance with the Normal Form of Benefit Payment as described later (however, see the sections on Death Benefits After Retirement and Election of Optional Forms of Benefit Payments). Your benefits from this Plan are paid in addition to any benefits you may receive from Social Security.

The maximum monthly benefit payable from the plan is \$8,333.33.

Accrued Benefit

The portion of your Normal Retirement Benefit that you have earned at any point in time is called your Accrued Benefit. Your Accrued Benefit is computed in the same way as the Normal Retirement Benefit, except you use your present Average Monthly Salary and Credited Service in the calculation. The Accrued Benefit is a monthly amount which starts on your Normal Retirement Date.

Early Retirement Benefit

If you decide to retire early, you may receive your Early Retirement Benefit immediately with the benefit to be paid for the rest of your life. The benefit is equal to your Accrued Benefit but reduced for the number of months by which the starting date of the benefit precedes your otherwise Normal Retirement Date. The benefit is reduced to take into account the younger age and earlier commencement of benefit payments. The following table shows how much your benefit will be reduced if payments begin before your Normal Retirement Date:

Number of Years Early	Percentage Reduction
1	6.7%
2	13.3
3	20.0
4	26.7
5	33.3
6	36.7
7	40.0
8	43.3
9	46.7
10	50.0

Group A: For those participants hired prior to June 7, 2016, a participant's annual pension benefit on early retirement shall be 2.5 percent of his average annual earnings for each year of his credited service, subject to the maximum benefit, this amount being then reduced by five-ninths of one percent for each of the first 60 months and five-eighteenhs of one percent for each additional month by which his early retirement date precedes his normal retirement date. For those participants hired on or after June 7, 2016, a participant's annual pension benefit on normal retirement shall be two percent of his average annual earnings for each year of his credited services, subject to the maximum benefit, this amount being then reduced by five-ninths of one percent for each of the first 60 months and five-eighteenhs of one percent for each additional month by which his early retirement date preceded his normal retirement date.

Group B: A local 630 participant's annual pension benefit on early retirement shall be 2.5 percent of his average annual earnings for each year of his credited service, through September 30, 2013, and two percent of his average annual earnings for each year of credited service on or after October 1, 2013, subject to the maximum benefit, this amount being then reduced by five-ninths of one percent for each of the first 60 months and five-eighteenhs of one percent for each additional month by which his early retirement date precedes his normal retirement date.

Group C: For compensation earned by dispatchers before June 3, 2014, the annual pension benefit on early retirement shall be 3.5 percent of average annual earnings for each year of credited service, subject to the maximum benefit. However, for all compensation earned on or after June 3, 2014 by dispatchers who were hired before June 3, 2014, the annual pension benefit on early retirement shall be 2.25 percent of average annual earnings for each year of credited service, subject to the maximum benefit. For dispatchers hired on or after June 3, 2014, a participant's annual pension benefit on early retirement shall be two percent of average annual earnings for each year of credited service, subject to the maximum benefit. This total amount being then reduced by five-ninths of one percent for each of the first 60 months and five-eighteenhs of one percent for each additional month by which his early retirement date precedes his normal retirement date.

In no event, however, shall the annual pension benefit on early retirement be less than \$600.00 before

any adjustments to the pension benefit that may apply, the reduction for early commencement and the reduction resulting from applying his vested percentage, if applicable.

#### Late (Postponed) Retirement Benefit

A participant may postpone retirement to the first day of any month following his normal retirement date. Subject to the provisions of the plan, and before any adjustments to the pension benefit that may apply:

Group A: For those participants hired prior to June 7, 2016, a participant's annual pension benefit on postponed retirement shall be 2.5 percent of his average annual earnings for each year of his credited service, subject to the maximum benefit. For those participants hired on or after June 7, 2016, a participant's annual pension benefit on postponed retirement shall be two percent of his average annual earnings for each year of his credited services, subject to the maximum benefit.

Group B: A local 630 participant's annual pension benefit on postponed retirement shall be 2.5 percent of his average annual earnings for each year of his credited service, through September 30, 2013, and two percent of his average annual earnings for each year of credited service on or after October 1, 2013, subject to the maximum benefit.

Group C: For compensation earned by dispatchers before June 3, 2014, the annual pension benefit on postponed retirement shall be 2.5 percent of average annual earnings for each year of credited service, subject to the maximum benefit. However, for all compensation earned on or after June 3, 2014 by dispatchers who were hired before the adoption of this ordinance, the annual pension benefit on postponed retirement shall be 2.25 percent of average annual earnings for each year of credited service, subject to the maximum benefit. For dispatchers hired on or after June 3, 2014, a participant's annual pension benefit on postponed retirement shall be two percent of average annual earnings for each year of credited service, subject to the maximum benefit.

Average annual earnings shall not be less than they would have been on normal retirement date. In no event, however, shall the annual pension benefit on postponed retirement be less than \$600.00 before any adjustments to the pension benefit that may apply.

### Maximum Benefit

Group A: The maximum pension benefit is 75% of average earnings, however, the maximum pension benefit shall not be less than the maximum pension benefit as of June 7, 2016.

Group B: Effective October 1, 2013, the maximum pension benefit for an employee in a position represented by Local 630 is the greater of: (1) 75 percent of average earnings, or (2) the participant's pension benefit as of September 30, 2013, under the formula in the preceding sentence.

Group C: For employers in dispatcher positions, employees hired before June 3, 2014 will be limited to a pension benefit of 90 percent of average annual earnings; employees in dispatcher positions hired on or after June 3, 2014 will be limited to a pension benefit of 75 percent of average annual earnings.

### Supplemental Health Care Cost Benefit

There will be a monthly supplemental health care cost benefit paid to retirees and beneficiaries who terminate employment on or after August 1, 2000. This monthly supplemental benefit is calculated as \$5.00 for each year of Credited Service and is payable only to retirees and beneficiaries who are receiving a monthly pension benefit from this plan.

## DISABILITY RETIREMENT

The Plan does not provide for benefits in the event of disability.

## SURVIVOR BENEFITS

### Before Retirement

If you pass away after you have reached age 55 and completed ten years of Credited Service, the Plan will pay a survivor benefit to your designated Beneficiary as though you had retired on your date of death. If you have a spouse, one-half of the 50% joint and survivor benefit amount will be paid for the life of your spouse. If your Beneficiary is not your spouse, a benefit will be paid for a period of ten years to your Beneficiary in the amount determined under the ten year certain and life benefit option.

### After Retirement

If you were receiving a form of retirement payment which provided for a survivor's benefit to be paid after your death, your Beneficiary will receive payments following your death. A later page describes the various forms of retirement payments.



**VESTED RETIREMENT BENEFIT**

If you terminate employment, other than by reason of retirement or death, you may be entitled to a deferred Vested Retirement Benefit. This benefit is equal to your Accrued Benefit on your termination date multiplied by your vested interest. The following chart shows your vested interest in your Accrued Benefit.

<b>Vesting Schedule</b>	
<b>Completed Years of Credited Service</b>	<b>Vested Interest</b>
Less than 5	0%
5 or more	100%

The vested benefit is payable at your Normal Date, or, after reduction as for early retirement, at your Early Retirement Date.

## FORMS OF BENEFIT PAYMENTS

### Normal Form of Benefit Payment

Unless you elect otherwise before retirement, your pension is payable as a Life Annuity. This is a series of monthly payments for your life after which all payments will stop.

### Election of Optional Forms of Benefit Payments

You have the right at any time before your actual retirement date to elect not to have your retirement benefit paid in the Normal Form. Your benefit would then be paid in the form which you choose.

You may choose among the options described below and revoke any such elections and make a new election at any time before actual retirement. You must make such an election by written request to the Plan Administrator and such an election shall be subject to the approval of the Plan Administrator. This election also applies to terminated Participants who are eligible for payment of deferred Vested Retirement Benefits. The options available are as follows:

1. **Option 1 - Joint and Last Survivor Annuity**

You may elect to receive a decreased monthly retirement benefit during your lifetime and have 50% of such decreased retirement benefit continued after your death to and during the lifetime of your beneficiary.

2. **Option 2 - Ten Year Certain and Life Thereafter Annuity**

You may elect to receive a decreased retirement benefit with 120 monthly payments guaranteed. If you die before receiving 120 payments, the payments will continue until a total of 120 payments have been made. If you live longer than ten years, payments are continued for the rest of your life, ceasing upon your death.

## AMENDMENT OR TERMINATION OF THE PLAN

The Plan may be amended or terminated at any time by the Employer. If the Plan were terminated, you would immediately become fully vested in the benefit you had earned so far. All of the assets of the Plan would be allocated to the Members according to certain classes of priority. Only after all accrued benefits have been paid and any other liabilities have been satisfied could any remaining money be returned to the Employer.

### IMPORTANT NOTICE

There are certain circumstances which may result in the disqualification, ineligibility, denial, loss, forfeiture, suspension or deferral of your benefits in this Plan. The following is a list of these circumstances:

1. If you terminate employment before reaching age 65 or age 55 and you do not have enough Credited Service to have earned a vested interest, no benefits will be payable.
2. If you die before attaining Early Retirement eligibility, no benefits will be payable.
3. Your retirement benefit will not be payable until actual retirement date, even if you continue to work beyond the Normal Retirement Date.
4. In the event that this Plan terminates and the available Plan assets are less than the value of all Accrued Benefits, then your Accrued Benefit may be reduced.
5. Your Accrued Benefit may be forfeited if you are convicted of certain felonies as provided by State law (Chapter 112.3173 F.S.).
6. Payment of your benefits may be subject to an income deduction order made pursuant to a state domestic relations law.

## YOUR RESPONSIBILITIES

1. Retain this Summary Plan Description with your other important papers for later reference or for replacement by updated versions and supplemental notices, if any.
2. Upon completing eligibility requirements, sign a Membership Form, including a Beneficiary Designation Certificate.
3. Keep your Beneficiary Designation Certificate form updated to express your wishes.
4. If you terminate employment, check to see if you are entitled to a Vested Retirement Benefit and the date payable.
5. If you should terminate employment with rights to a deferred Vested Retirement Benefit, then, shortly before the date on which it is to begin, you should contact and notify the Employer to begin such payments.
6. Upon your retirement under Early or Normal Retirement, complete the form necessary to indicate which Optional Form of Benefit you desire.

## CLAIMS AND PROCEDURES

### Claim Procedures

Claims for benefits under the Plan must be filed in writing with the Plan Administrator. If you are eligible for any benefits from this Plan, you will be provided with a notification form showing the amount of your benefit and options, if any, and the earliest date on which such benefit is payable.

Your request for Plan benefits shall be considered a claim for Plan benefits, and it will be subject to a full and fair review. If your claim is wholly or partially denied, the Plan Administrator shall furnish you with a written notice of its denial within 15 days of its decision. This written notice will state as clearly and concisely as possible the Plan Administrator's findings and conclusions.

If your claim has been denied and you wish to submit your claim for review, you may file with the Plan Administrator a request for a public rehearing and review by the Plan Administrator. This filing must be made within 15 days of the mailing of the Plan Administrator's initial denial.

As soon as practicable after the Plan Administrator receives your request for a rehearing, it shall meet after giving you a minimum of 15 days notice. You have the right to be present at this meeting with legal counsel, if you desire. You will be allowed to submit any evidence in support of your claim.

If the Plan Administrator again denies your claim, you may appeal its decision within 30 days to the circuit court in and for the County.

PERTINENT ACTUARIAL INFORMATION		
	As of October 1st	
	2015	2014
Number of Members of the Plan		
Active Employees	43	43
Those Receiving or Due to Receive Benefits	66	63
Annual Payroll of Active Members	\$1,922,781	\$1,957,935
Actuarial Present Value of:		
Total Projected Benefits	10,266,522	9,877,436
Benefits Accumulated to Date	7,898,948	7,515,201
Net Assets Available for Benefits	6,907,381	6,322,445
Required Contribution to be Made to the Plan Over and Above Contributions by Members of the Plan	395,500	439,208
Required Contribution as% of Payroll of Active Members	20.6%	22.4%
Required Contribution to be Paid During Year Ending	9/30/15	9/30/14

PENSION FUND INCOME AND EXPENSE		
	Year Ending 09/30/15	Year Ending 09/30/14
Value at Beginning of Period	\$6,322,445	\$5,916,087
Income		
Member Contributions	25,606	NA
State Contributions	NA	NA
Employer Contributions	439,208	408,449
Other Contributions	0	0
Investment Earnings	322,764	302,382
Other Income	0	0
Experience Adjustment	20,154	-94,092
Total Income	807,732	626,615
Expenses		
Monthly Benefit Payments	196,624	194,264
Lump Sum Distributions	NA	NA
Refunds of Contributions	NA	NA
Administrative Expenses	26,172	25,993
Other Expenses	0	0
Total Expenses	222,796	220,257
Net Increase During Period	584,936	406,358
Value at End of Period	\$6,907,381	\$6,322,445





Please contact the Plan Administrator if you have any questions or need more information about the Plan or the retirement process:

**Florida Municipal Pension Trust Fund**

**ATTN: Retirement Services**

**Post Office Box 1757**

**Tallahassee, Florida 32302-1757**

**Telephone: 850-222-9684 Fax: 850-222-3806**

**Email: FMPTF@flcities.com**

## ENROLLMENT AND BENEFICIARY DESIGNATION FORM RETIREMENT PLAN

(enter Plan/Employer name above)

I, \_\_\_\_\_, do hereby elect to participate in the \_\_\_\_\_ Retirement Plan (the Plan). I understand that my election to participate in the Plan is irrevocable.

In the event of my death prior to termination of employment, I hereby designate the following Beneficiary(s) to receive my death benefit from the Plan.

<b>Name of Participant:</b> _____	<b>*Social Security #:</b> ___/___/___		
<b>Date of Birth:</b> _____	<b>Date of Employment:</b> _____	<b>Division (If applicable):</b> _____	
<b>Employee Type:</b>	<input type="checkbox"/> General Employee	<input type="checkbox"/> Management Employee	<input type="checkbox"/> Police Officer
	<input type="checkbox"/> Full-time Firefighter	<input type="checkbox"/> Volunteer Firefighter	
<b>Address:</b> _____			

*Beneficiaries under legal age will be granted their appropriate distribution in accordance with this form unless a specific Custodial Trust was established prior to the death of the participant, or an estate settlement changes the designation. It is the responsibility of the beneficiary to notify the Trustee (Participant's Employer) of any existing custodial or other arrangement.*

<b>Primary Beneficiary:</b> _____	<b>Relationship:</b> _____
<b>Date of Birth:</b> _____	<b>*Social Security #:</b> _____
<b>Address:</b> _____	

<b>Contingent Beneficiary (ies)</b> _____	<b>Relationship:</b> _____	
<b>Benefit Percentage</b> _____	<b>Date of Birth:</b> _____	<b>*Social Security #:</b> _____
<b>Address:</b> _____		

<b>Contingent Beneficiary (ies)</b> _____	<b>Relationship:</b> _____	
<b>Benefit Percentage</b> _____	<b>Date of Birth:</b> _____	<b>*Social Security #:</b> _____
<b>Address:</b> _____		

<b>Contingent Beneficiary (ies)</b> _____	<b>Relationship:</b> _____	
<b>Benefit Percentage</b> _____	<b>Date of Birth:</b> _____	<b>*Social Security #:</b> _____
<b>Address:</b> _____		

The right to revoke this designation by the member is reserved by signing and filing with the Board a new beneficiary designation form. The consent of a participant's beneficiary to any change of beneficiary shall not be required.

\_\_\_\_\_  
(Date Signed)                      (Signature of Participant)                      (Date Witnessed)                      (Signature of Witness:  
Plan Official or Notary Public)

\*Social Security numbers are requested and maintained on behalf of all plan participants, beneficiaries and retirees for data collection, reconciliation, tracking, benefit processing, tax reporting, and identity verification purposes. Social Security numbers are also used as a unique numeric identifier and may be used for death record searches for retirees.