

Notice to all AFM Locals from the Fund Office March 31, 2020 (rev)

Communication and Contribution Payment Procedures during shutdown

The Fund Office is doing its part to combat the Corona Virus Pandemic by closing the Fund's offices in compliance with the stay-at-home order issued by Andrew Cuomo, Governor of New York. The health and safety of Fund staff and Fund participants is our main concern. During this time, beginning March 19, 2020, Fund office staff is working remotely, which will inevitably cause some processing and response delays. We appreciate your help and understanding during this difficult time. Please be assured, it is our goal to find a way to continue to complete all regular office functions.

Monthly pension benefits will continue to be paid in the same manner as they have been being paid.

It would be appreciated if you were to advise the Fund office (at agreements@afmepf.org) of any changes to the operating structure of your office and any preferred contact individuals or methods.

TELEPHONE CALLS TO THE FUND OFFICE:

Best number to use is the Customer Service Line 212-284-1311e

All telephone calls to the Fund Office (main number and specific extensions) will be routed to voicemail, return calls will be made as soon as possible. Your patience is appreciated. The Customer Service Line is monitored most closely and is the best number to use for a fast response.

SENDING DOCUMENTS AND LOCAL QUESTIONS TO THE FUND:

Email to agreements@afmepf.org is the best contact method.

The best way for Locals to contact the Fund office to ask a question, send us agreements or other documentation is to send an email (with or without a document image attached) to agreements@afmepf.org (this is the preferred email address for Locals as it is constantly monitored by several staff persons). A confirmation email will be sent when your email message is received.

If you must send paper through the US mail, DO NOT mail to the Fund office or the Fund NYC PO box. Going forward, for the duration of the shut down, the mailing address for the Fund will be changed. Please contact the Fund office by telephone (212-284-1311) or by email to agreements@afmepf.org advising of and describing documents to be mailed and we will provide you with an alternate mailing address.

PENSION CONTRIBUTION PAYMENTS AND MUSICIAN DETAIL REPORTS:

During the current office closure the Pension Fund is accepting payments by ACH, wire or mail (to an alternate address). **The preferred method of contribution payment and musician detail reporting is electronic, as follows:**

ELECTRONIC PAYMENTS DIRECTLY FROM EMPLOYERS AND PAYROLL HOUSES

For ACH or wire payments (the instructions are the same for either method)

ACH is preferred as there generally is no charge to either party. An email to PensionPayments@afmepf.org, from the party making the payment advising that the payment was sent would be appreciated.

The Fund's ACH/wire instructions are:

Bank Name: TD Bank
Name on Account: American Federation of Musicians and Employers Pension Fund
Routing: 026013673
Account: 7921147000
Swift Code # NRTHUS33

MUSICIAN DETAILS:

A contribution payment is not complete until musician details are received. No later than 3 days after sending and ACH/wire payment, please send an excel file (preferred) or an image of the supporting musician detail paperwork to <https://spaces.hightail.com/uplink/AFMEPFreports> (Note: This link has been updated from the original notice).

This is our e-address at an encrypted service site which provides secure transmission of sensitive data such as SSNs.

FEE REDUCTION FOR LATE PAYMENTS:

To encourage electronic payments, the Fund will not assess liquidated damages on any Wire/ACH payment accompanied (within 3 business days) with supporting musician detail.

PAYMENTS COLLECTED AND TRANSMITTED BY LOCAL OFFICES:

If your office is still collecting pension contribution checks, please follow the standard 2 step process; however, the physical mailing address for checks has changed.

Step 1 - email a completed transmittal check list to transmittals@afmepf.org.

Step 2 - For the time being, we have changed the physical mailing address for actual checks and musician detail reports, please mail checks and reports to:

AFMEPF c/o Will Luebking
6903 Hibiscus Avenue South
South Pasadena, FL 33707

We will confirm receipt of actual checks with an email.

PARTICIPANT QUESTIONS AND QUESTIONS ABOUT BENEFITS:

Best contact method is 'Contact Us' on the Fund's web site (www.afm-epf.org).

All telephone calls to the Fund Office (main number and specific extensions) will be routed to voicemail, An acknowledgment email will be sent initially, followed as soon as possible by a complete response.

USPS MAIL ALREADY SENT TO THE FUND:

Items mailed by USPS to the Fund office that were in transit on or after March 19, 2020 will be delayed. It would be helpful if you could advise the Fund of items you mailed around or after the closing date of the Fund office. Please send an email to transmittals@afmepf.org to let us know what you sent, if you

can attach a copy of any document you mailed, it would be very helpful. We will reply by return email and let you know if we received your documents and will let you know how to proceed..