

NSITF CHECKLIST

- 1) LETTER OF FIRST APPOINTMENT
- 2) ORIGINAL NSITF CERTIFICATE (IF CERTIFICATE IS MISSING __ TO GET INDEMNITY FORM FROM PREMIUM PENSION VIA OUR OFFICE OR MAIL __ FORM TO SHOW THAT THE PERSON WORKS WITH THAT ORGANIZATION AND THAT HIS / HER NSITF CERTIFICATE IS MISSING ... THEN THE OFFICE WILL TRANSFER THE DETAILS ON THE FORM TO THEIR LETTER HEADED PAPER ... AFTERWARDS IT SHOULD BE TAKEN TO A COURT TO BE ATTESTED TO)
- 3) STATE MENT OF ACCOUNT FROM TRUSTFUND (IF THEY DO NOT HAVE IT THEY SHOULD DOWNLOAD IT FROM NISTF WEBSITE www.trustfundpensions.com)
- 4) MEANS OF IDENTIFICATION (IF NAME HAS BEEN CHANGED THEN IF SHOULD FOLLOW WITH A COURT AFFIDAVIT SHOWING CHANGE OF NAME, MARRIAGE CERTIFICATE AND NEWSPAPER PUBLICATION __ IF FOR MARRIAGE)
- 5) FORM FROM OUR OFFICE