

IAP TEAMSTER LOCAL 2750

Members of Atlas Air

The sympathies of the Atlas Air pilots are with you at this time of great loss. This guide is meant to help you understand the process of claiming your survivor benefits and protecting your interests during this crucial period.

After the death of your spouse, you will have to handle many details. Most people feel the benefits process can be overwhelming and may worry about missing something. This is completely normal, and we hope this guide will help alleviate some of your concerns. To help during this difficult time, members of the union and Human Resources department will contact you. We are here for you. Please do not hesitate to call if you have any questions or problems.

This guide is laid out in a logical order and covers the following:

- First steps
- The first few weeks
- Continuing your medical coverage
- Summary of other payouts/distributions
- Final thoughts

During the first year, many questions will arise regarding these issues. Take things slowly and deliberately. Never make hasty decisions regarding complicated issues. Major financial decisions, such as selling your home or other real estate transactions, should be put off for a year if possible.

Also, beware of con artists who prey on the recently bereaved. Many surviving spouses lose millions every year in fraudulent scams. Remember, the union and the company are here for you. Again, if you have a question or if you feel matters are not being handled correctly, please contact us.

Sincerely,

Atlas Bereavement Committee
IAP Teamsters Local 2750
richard.parnicky@iap2750.org

Notify the company.

The process of calculating your survivor benefits will begin with your notification to Atlas of your spouse's death. Please call one of the following numbers:

System Chief Pilot: 859-568-9221
Human Resources: 914-701-8443
Benefits: 914-701-8500
Manager On Duty: 914-701-6451 (During non-business hours)

Flight Management will contact Employee Benefits, and Employee Benefits will contact you. You will receive an application for the benefits package with requests for copies of certain personal documents. The Benefits Department will complete the calculations of your benefits upon receipt of the requested documents. It is very important to promptly submit all requested documents to prevent any delay in processing your benefits. Also, some benefits require submission within 31 days of your spouse's death to continue coverage. You will need to submit **certified** copies of the following documents to Employee Benefits with the completed application for benefits. Please be sure you receive a receipt for the delivery of these important documents (i.e., return receipt requested).

Marriage license
Social Security card
Death certificates
Birth certificates for the employee and spouse

Approximately five to six weeks after the company receives the completed paperwork, you should start to receive your benefits. A summary of your benefits follows this timetable. Please understand that benefits calculations are complex, varying greatly with individual circumstances.

Contact your Casualty Assistance Liaison (if applicable).

Please contact your Casualty Affairs Liaison (CAL) if you and your spouse have chosen one. The CAL is another crewmember who can help you and your family through the process of dealing with days and weeks ahead. A CAL will understand the inner workings of our company and is familiar with common terms and lingo that may be used.

A CAL is not empowered to make any decisions and is not an official representative for you or your family. The intent of a CAL is to assist you in areas that you are unfamiliar with and provide any other support that is available through the union. You may also contact a crewmember or friend you are comfortable with or who lives nearby.

The following chronology will help you through the first month following your spouse's death. It is meant to provide guidance in tasks that need to be done. The effort can be made whenever you are ready, but it is important that you or your representative act on each element.

Week One

During the first week after the death of your spouse, concern yourself mainly with the funeral details while spending time with family and friends. Have a friend house sit your home, especially during the funeral. Burglars are known to scan local obituary columns, then burglarise while the family is away.

Week Two

1. Legal Support

It is very important to locate your spouse's will. See your attorney, who will explain the terms of your spouse's will to you and file the will with probate court or take other appropriate action under your state's laws. Seek advice from your attorney concerning probate proceedings, taxes and debts you may need to pay. If the death of your spouse was a result of an accident while away from home on company business, it is strongly suggested that you do not sign any documents without legal counsel. If you do not have an attorney, ask friends or family for recommendations and compare fees for handling the estate.

2. Checking Account

Open a checking account in your name if you do not already have one.

3. Death Certificate

Order a supply of certified copies of the death certificate; two to five copies are generally adequate depending on the size of the estate, however more can be requested through the funeral director if needed.

4. Documents Needed

Gather important documents that you will need in preparing a list of the estate's assets. This should include, but is not limited to, insurance policies, real estate deeds, stock and bond certificates, checking and savings account statements, and employee benefit statements.

5. Life Insurance

Pertaining to insurance offered through Atlas, the Employee Benefits Department will notify all applicable insurance companies. You will have to notify all other insurance companies that may hold policies on your spouse and request claim forms from these companies. If you are unable to locate some of the life insurance documents or you do not know what companies hold policies, you may find information on how to do so through resources on the Internet.

6. Unobvious Benefits

US Bank, our company credit card, provides up to \$500,000 of business travel accident insurance automatically, when a common carrier ticket is charged to the Corporate Card. This coverage from the moment you leave your home or office until you return. And your luggage is automatically covered also, under the Baggage Insurance Plan – up to \$1,250.

7. Military

If your spouse was on active military duty, contact the personnel office of the nearest military installation representing your spouse's service. Many benefits will be available to you. If your spouse was a member of a military fraternal group, such as VFW, The Retired Officers Association (TROA), American Legion, or Disabled American Veterans, please notify the organization for possible help. If your spouse was a military retiree, contact the nearest Retired Activities Office (RAO) or Retired Services Office (RSO) for assistance. Call your nearest military installation for RSO locations or call 1-800-827-1000 (1,0) to help locate one. It will help to have the VA File number and you may be asked to fill out a form 21-534, Application for Dependency.

8. Social Security

Contact the Social Security Administration, especially if your spouse was receiving benefits or if you have minor children. You should apply promptly. They will require the following documents:

Certified copy of the death certificate;
Social Security number of your spouse;
Social Security numbers for you and your dependent children;
Certified birth certificates for you and your dependent children; and
Approximate earnings of your spouse in the year of his/her death and employer's name and address.

Please keep in mind, this could immediately freeze credit and bank accounts belonging to the deceased.

Week Three

Follow up with your insurance companies about how much to expect, when it will be available and the method of payment. A wire transfer or direct deposit can allow for quicker access to the funds. Opening a money market fund can offer protection and allow for easier access to the funds at a later date.

Week Four

1. Accountant

See an accountant about income taxes and about transferring assets into your name or a trust account.

2. Property and Casualty Insurance Coverage

Check with your insurance agent about your auto, home, and umbrella policy coverage.

3. Personal Life Insurance

Re-evaluate your own life insurance coverage. If your spouse was the beneficiary on your policies or retirement accounts, change the beneficiary.

4. Financial Tools

This is a good time to ensure you have the financial tools in place to manage the benefits that will be coming, including legal support, a bank account, and an investment strategy.

Continuing health coverage is usually paramount to surviving spouses and dependants. Health insurance includes medical services, to include mental health, drugs, and dental. Atlas Air uses Cigna exclusively.

Cigna

Ph: 1-800-224-6224

After the death of an active pilot on the seniority list, health care insurance is terminated after the last day of the month death occurred. Beneficiaries can elect to purchase replacement insurance on the open market or continue with identical, although more expensive coverage through COBRA. If COBRA is elected each qualified beneficiary then has 60 days to decide whether to elect continuation coverage. COBRA coverage is retroactive if elected and paid for by the qualified beneficiary. COBRA for the spouse or dependent child lasts for 36 months.

You will be notified of your COBRA premium within 30 days. COBRA premium cannot exceed 100 percent of the cost of the group health plan for similarly situated individuals who have not incurred a qualifying event, including both the portion paid by employees and any portion paid by the employer prior to the qualifying event, plus an additional 2 percent for administrative costs.

You don't have to stay on COBRA for any specific period. You can cancel your coverage at any time.

Atlas Air sponsored Life Insurance

Basic Life Insurance. Atlas provides you with a company-paid policy. The benefit amount is \$200,000.

Supplemental Life Insurance benefit from Atlas. A pilot may have purchased Supplemental Life Insurance coverage in increments of \$10,000 to a maximum of \$500,000 of coverage.

You are eligible to convert any optional dependent life insurance you or your children may have under the Optional Life Insurance program at Atlas Air. You will have 31 days from your spouse's date of death to convert this coverage. Since conversion premiums are considerably higher than premiums for an individual term policy, you should obtain quotes from other life insurance carriers for comparison.

2. Other Insurance Policies.

You may have purchased other life insurance policies that neither Atlas Benefits nor the Teamsters are aware of. Legal and Dental cover are two add on Atlas options.

Basic Accidental Death and Dismemberment

Atlas Air provides you with a company-paid Basic Accidental Death and Dismemberment benefit.

If your spouse died in an accident, the benefit will pay \$300,000.

Atlas Air also offers a Supplemental Accidental Death and Dismemberment plan.

CRAF and Hostile Area Operations life insurance

Atlas Air provides an additional \$500,000 life insurance coverage when operating in an area designated as "Hostile Area Operations" such as Afghanistan.

Pilot's Retirement Savings Plan (administered through Fidelity)

Pre-Tax 401K
After Tax Savings
Employer Match
Catch Up, Rollover (if eligible)

Depending on your spouse's date of hire you may receive a distribution of your spouse's accounts. It is possible that other accounts through the company are now no longer active, but could be included, namely a cash account, stock ownership account, stock distribution account, or an Employee Stock Ownership Plan (ESOP). If the account balance is less than \$5,000 and you do not elect a direct rollover within the election period provided to you, your balance will be distributed as soon as administratively possible. If your balance is \$5,000 or greater, you can elect to receive a distribution of the entire account balance or you can defer distribution up to December 31 of the calendar year in which your spouse would have reached age 70. Distributions can be made in any of the following methods: lump sum, direct rollover to a qualified IRA or another qualified retirement plan, annuity option, or instalments.

In order to apply for survivor benefits from the Pilots' Retirement Savings Plan, you will need to furnish the following documents:

Certified copy of death certificate,
Photocopy of your Social Security card, and
An additional form of identification for you (i.e., driver's license, passport).

Please contact Fidelity Investments at 1-800-835-5095 for more information. In some situations, Fidelity may require additional documentation.

Very Important Note: You should contact your financial and tax advisers immediately, as the manner in which you take the above distributions (1-4) can have a significant impact on the net amounts received.

1. Employee Assistance Plan

Part of employee benefits includes assistance from the EAP at Atlas Air to help you locate a counsellor in your area. You are entitled up to eight visits with a mental health professional in your area as part of your coverage during this tough period in your life. Call the EAP at 1-800-622-4327.

2. Warnings

Unfortunately, there are people who are not honourable. They prey on people when they are most vulnerable. Please consider the following:

- a. Be forewarned that under some circumstances, insurance companies or other parties may be investigating your lifestyle and behaviour immediately following an accident.
- b. Be careful to whom you make statements about your spouse or Atlas Air.
- c. Do not accept financial or legal advice from anyone except those selected prior to your spouse's death without making a careful, well thought out choice and checking references.
- d. Do not sign any legal documents, including settlements, without direct consultation with your legal counsel and/or executor.
- e. Have someone collect the mail and check on the house if going out of town or to the funeral.

Important Phone Numbers

Human Resources and Benefit Department, Atlas Air: 1-914-701-8500

Retirement 401K, Fidelity Investments: 1-800-835-5095

Medical Insurance, Cigna: 1-800-224-6224

Employee Assistance: 1-800-622-4327

Once again, we are sorry this has happened to you and your family. We hope you are able to use this guide as a helpful resource. It is well-intended advice and a recap of the many benefits your pilot earned in the service as an Atlas crewmember and Teamster. Please call upon the Local 2750 Bereavement Committee, Atlas Air Benefits, Flight Management, your Casualty Assistance Liaison (crewmember), or any other resources you may have to help you through this difficult transition.

Our Union has highly trained peers who specialise in family assistance which can be contacted through our Critical Incident Response Programme (CIRP.) They can be contacted at: cirp@iap2750.org

Disclaimer: The information contained in this document is for reference only. Reasonable efforts have been made to ensure the accuracy of the information contained therein. For the actual plan documents please refer to the Collective Bargaining Agreement (CBA) and Pilot Benefit Package.

Updated: December 19, 2018

