



## REQUIREMENTS FOR CERTIFYING PARTICIPANT INCAPACITY

If a Participant has become incapacitated and needs someone else to handle his/her retirement transactions, including a change of address or direct deposit, one of the following documents must be submitted to MPI:

- **a Durable Power of Attorney (with doctor's Certification of Incapacity);**
- **a Guardianship order;**
- **a Conservatorship order** (must be court-stamped, clerk-signed and no more than 90 days old)

These must be original, signed documents or certified copies.\* Uncertified copies, emails, and faxes are NOT acceptable.

If a Participant is not incapacitated and wishes to authorize the Pension Plan to disclose information to a third party, the Participant may complete and return the Pension Plan's Authorization for Release of Pension and Individual Account Plans Information form.

*Please note: If you wish your documents returned, you must provide MPI a self-addressed envelope.*

\*A certified copy is a photocopy of an original document which a Notary or Plan Representative has certified as a complete and true reproduction of the original document.