

**DIOCESE OF GALVESTON-HOUSTON PENSION PLAN
LAY EMPLOYEE'S APPLICATION FOR PENSION**

In accordance with the provisions of the Diocese of Galveston-Houston Pension Plan, I am applying for my Pension benefit. I submit the following information necessary to obtain my Pension. To the best of my knowledge and belief, I certify this to be true and correct.

Please TYPE or PRINT

Full Name: _____ Social Security Number: _____
 Address: _____ Date of Birth: _____
 City/State/Zip: _____ Home Number: () _____
 E-mail address: _____ Cell Number: () _____
 Emergency Contact: _____ Phone: () _____

Most Recent Diocesan Employer's Name:	Date of Hire:	Date of Termination:
Past Diocesan Employer's Name:	Date of Hire:	Date of Termination:

My Own Signature: _____ Date: ____/____/____

Signature of Witness: _____ Date: ____/____/____

PLEASE NOTE: IT TAKES APPROXIMATELY 10 TO 12 WEEKS TO PROCESS ALL APPLICATIONS

In order to process your application, we will need along with your application, a form of identification document with proof of age and a copy of your social security earnings report. See below for list and how to obtain.

PROOF OF AGE

Furnish a **copy** of **one** of the documents listed below as proof of age.

- | | |
|--|--|
| _____ Birth Certificate (certified copy of public record of birth) | _____ Census record |
| _____ Baptismal Certificate or other certified statement from Church | _____ Church record of confirmation |
| _____ School record | _____ Marriage record (with date of birth) |
| _____ Bible or other family record | _____ Military record |
| _____ Texas drivers licenses | _____ Passport |

PLEASE NOTE: IF ALL AREAS ARE NOT COMPLETED AND SUBMITTED, YOUR APPLICATION WILL BE RETURNED TO YOU AND THIS WILL DELAY THE PROCESSING.

Please send a copy of your Social Security Administration Earnings Statement. You may obtain your earnings history several ways.

1. You can create an account on www.socialsecurity.gov then select View Earnings and Print.
2. You may already have your Social Security History sent to you by the Social Security Office, OR
3. You may physically go to the Social Security Office and request your Earnings History Statement

Please return your Application, Social Security Earnings History and Proof of Age to:

**Archdiocese of Galveston-Houston
ATTN: Pension Department
P. O. Box 907
Houston, TX 77001-0907**