



Southern California IBEW-NECA
Supplemental Unemployment Benefit Trust Fund
Application Checklist

1. Complete the application for SUB Plan Benefits
2. Submit appropriate proof of Termination Notice
3. Submit Notice of Unemployment Award
4. Submit appropriate proof of actual receipt of Unemployment Compensation Benefits
5. Submit completed/signed W-4 Withholding Certificate
6. **Journeyman** – Submit a copy of the out of work book registration verification
7. **Apprentice** – Submit a copy of ETI Layoff Notice

Please submit the required forms as soon as possible. Delays in the delivery of the required documents may cause a loss of benefits for benefits being claimed outside of the 60-day time frame as described on page 8 of the Summary Plan Description.