

**FINAL HOURS LETTER**

**EMPLOYEE NAME:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

The above-named employee has applied for retirement through the Alaska Teamster-Employer Pension Trust.

In accordance with the Alaska Teamster-Employer Pension Plan Document, all hours reported after an employee's termination date must be documented as to when they were actually worked or if the hours reported after termination are vacation or sick leave hours accrued prior to employee termination.

**We do not pay the retiree until you have transmitted all hours;** therefore, we ask that you fill out the information below so we will know exactly how many hours to expect. Your assistance is greatly appreciated. If you have questions, please call the Pension Trust at (907) 751-9700. Thank you.

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**EMPLOYER STATEMENT**

The above-named employee terminated or will terminate employment with this company, **effective** \_\_\_\_\_.

The **last actual day worked** for this company was/will be \_\_\_\_\_.

**FINAL HOURS FOR THE ABOVE EMPLOYEE WILL BE TURNED IN AS FOLLOWS:**

**Actual hours worked** for participant but not yet reported: \_\_\_\_\_

**Vacation/sick leave hours** accrued prior to termination to be reported: \_\_\_\_\_

These hours will be transmitted to the Trust with the \_\_\_\_\_ hours.  
(work month)

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**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PAYROLL TELEPHONE NO:** ( \_\_\_\_\_ ) \_\_\_\_\_

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**Signature** **Title** **Date**