

Pick up blocks of 25 cases from control area.



Pull Deferred Vested Benefits film for each case using the Document Control Number (DCN) located on the bottom of the SSA-L99-C1, Notice of Potential Private Pension Benefits letter.



On the film, find the participants' name and Social Security Number (SSN) as shown on the right side of the SSA-L99-C1.



The participants' name and SSN will be on the Schedule SSA (5500) or one of the pages directly under the 5500 on the film.



On the DES Shared drive, transcribe on a blank SSA-L99-C1, all the information recorded on the original SSA-L99-C1 and then transcribe from the Schedule SSA any missing information. This could include the plan name, Plan Administrator and address, the 3 digit plan number and/or the employer identification number.



Scan each prepared form SSA-L99-C1 for errors and correct if necessary. Print a copy of each typed SSA-L99-C1 for mailing.



Fold each letter so that the name and address of the participant shows through the envelope window.



Seal envelope and place in out-going mail bin at control area.