

How to Request Pension Information from The Social Security Administration

Use this form to request your pension information from the Social Security Administration. Only fill out the employer information and years worked for the places where you think you might have a pension. There is no need to list every place you've worked. When you have finished, you must print out the form and sign with your original signature.

When you have completed the form, mail the letter to:

Social Security Administration
Office of Public Inquiries
1100 West High Rise
6401 Security Blvd.
Baltimore, MD 21235

You will have to wait around 4 months to receive your Notice of Potential Private Pension Benefit. It will look like [this](#). The Notice will tell you if you have a pension and who to contact in order to begin receiving your pension.

If you need help locating your pension, you can contact [The Pension Action Center](#) using their [online request form](#) or toll-free at 1-888-425-6067.

In this packet, you will find:

1. A Sample Request Letter
2. A Request Letter which you may type and print or print and handwrite; and
3. An example of the form that the Social Security Administration will send to you upon receiving your Request.

Jane Doe _____

123 Houses Lane _____

Waterbury, VT 05676 _____

Date: 12/23/2016 _____

Social Security Administration
Office of Public Inquiries
1100 West High Rise
6401 Security Blvd.
Baltimore, MD 21235

Dear Sir or Madam,

I am writing to request a **Social Security Administration Form L99-c1 Notice of Potential Private Pension Benefit**. Please find my information below.

Name: Jane Doe

SSN: 123-45-6789

DOB: 11/06/1943

Place of Birth: Nashville, VT

Mother's Name: Janet (Jones) Doe

Father's Name: John Doe

Employer: J.D. Trucking & Associates

Years Worked: 1968 – 1972

Employer: 123 Solutions

Years Worked: 1972-1988

Employer: _____

Years Worked: _____

Employer: _____

Years Worked: _____

Sincerely,

Jane Doe _____

Signature:  _____

Date: _____

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Dear Sir or Madam,

I am writing to request a **Social Security Administration Form L99-c1 Notice of Potential Private Pension Benefit**. Please find my information below.

Name: _____

SSN: _____

DOB: _____

Place of Birth: _____

Mother's Name: _____

Father's Name: _____

Employer: _____

Years Worked: _____

Employer: _____

Years Worked: _____

Employer: _____

Years Worked: _____

Employer: _____

Years Worked: _____

Sincerely,

Signature: _____

Social Security Administration

Potential Private Pension Benefit Information

Social Security Number:

Name:

We are writing to tell you that you, or the worker whose Social Security number appears at the top of this form, MAY be entitled to some private pension benefits upon retirement. Also, your family, or the worker's family, may be entitled to retirement or survivor benefits.

These Are Not Social Security Benefits

These potential benefits are NOT Social Security benefits and we do not make any decisions about the payment of these benefits. The following provides some basic information about these private pension benefits.

Information About Pension Benefits

You have, or the worker has, earned pension rights although no longer employed in a job covered by the pension plan. These are called "deferred vested benefits." Private pension plan administrators must provide information about such benefits to us through the Internal Revenue Service. We provide this information about the pension plan when the individual asks for it or when a claim is filed for Social Security benefits.

If You Want to Apply for These Benefits

If you want to apply for these pension benefits or have any questions, you should contact the pension Plan Administrator shown below. Include the 9 digit identification number shown below and a copy of this notice when you write to the Plan Administrator.

Plan Name	Plan Number	
	Identification Number	
	Year Reported	Estimated Amount
Plan Administrator and Address	Type of Annuity	Payment Frequency
	Units or Shares	Value of Account

IMPORTANT: This is all the information we have. See the other side of this page for an explanation of this information.

For SSA Use Only: M98-026-55-020

2004135

EXPLANATION OF INFORMATION

YEAR REPORTED	This is the year for which the Plan Administrator reported the pension plan information to the Internal Revenue Service.																
ESTIMATED AMOUNT	This was the amount that would be paid under the plan then in effect. The actual amount could differ because of latter changes in the plan. If you have already received payments from the plan, the amount shown on this notice should be disregarded.																
TYPE OF ANNUITY	<p>The code listed identifies the type of annuity to be paid:</p> <table><tr><td>A. A</td><td>A single payment of a lump sum</td></tr><tr><td>B</td><td>Annuity payable over a fixed number of years</td></tr><tr><td>C</td><td>Life annuity</td></tr><tr><td>D</td><td>Life annuity with period certain</td></tr><tr><td>E</td><td>Cash refund life annuity</td></tr><tr><td>F</td><td>Modified cash refund life annuity</td></tr><tr><td>G</td><td>Joint and last survivor annuity</td></tr><tr><td>M</td><td>Other (Type of annuity not reported)</td></tr></table>	A. A	A single payment of a lump sum	B	Annuity payable over a fixed number of years	C	Life annuity	D	Life annuity with period certain	E	Cash refund life annuity	F	Modified cash refund life annuity	G	Joint and last survivor annuity	M	Other (Type of annuity not reported)
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M	Other (Type of annuity not reported)																
PAYMENT FREQUENCY	<p>The code listed shows how often the estimated payments would be made under the plan:</p> <table><tr><td>A</td><td>Lump sum</td><td>E</td><td>Monthly</td></tr><tr><td>B</td><td>Annually</td><td>M</td><td>Other (Payment frequency not reported)</td></tr><tr><td>C</td><td>Semi-annually</td><td></td><td></td></tr><tr><td>D</td><td>Quarterly</td><td></td><td></td></tr></table>	A	Lump sum	E	Monthly	B	Annually	M	Other (Payment frequency not reported)	C	Semi-annually			D	Quarterly		
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B	Annually	M	Other (Payment frequency not reported)														
C	Semi-annually																
D	Quarterly																
UNITS OR SHARES	If the pension amount is based on units or shares the number of units or shares will be shown. The number of share will be shown followed by "S".																
VALUE OF ACCOUNT	If shown, this indicates the value of the account at the time the worker stopped working under the plan.																
WRONG ADDRESS OR COMPLAINTS	<p>If you cannot locate the plan Administrator at the address shown on this notice, contact your former employer for the current address. If you cannot locate your former employer, check the reference department of your local library or contact your State's corporation commission. This agency should be in the telephone directory under State government.</p> <p>If you have a complaint about the way the private pension plan has handled your claim, contact the local office of the Department of Labor's Pension and Welfare Benefits Administration. If this office is not listed in your telephone directory, write to the Department of Labor, Pension and Welfare Benefits Administration, Room N-5619, 200 Constitution Avenue N.W., Washington, DC 20210.</p>																

If you have any other questions, call us toll-free at 1-800-772-1213.

Form **SSA-L99** (9-97) (Back)