

# SHEET METAL #10 SAFE PLAN

1681 East Cope Avenue, Suite B  
Maplewood, MN 55109-2631

Tel (651) 770-0991 1-800-396-2903  
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**DATE:** December 28, 2022  
**SUBJECT:** SAFE Plan Weekly Unemployment Benefit  
**FROM:** Lora Gomez - Sheet Metal Local #10 Benefits Office  
**TO:** SAFE Plan Participants

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The following actions must be taken in order to receive payment from the SAFE Plan.

1. Complete an application for Supplemental Unemployment Benefit, the Federal W-4 and the W4-MN.

- A new application **must** be completed each time you become unemployed
- How to obtain an application for SAFE:

Sheet Metal Local #10 website at [www.smw10.org](http://www.smw10.org).

Click on **Benefits**

Select **SAFE Fund**

Find **SAFE Unemployment Rules & Application**

Select: **SAFE Fund Rules & Applications.pdf**

Stop by the Benefits Office

OR call 651-770-0991 and request a copy be mailed or emailed to you.

- Federal W-4: Sections 1 and 5 must be completed. You may complete Sections 2-4 using the instructions and tables included. If you do not complete Sections 2-4, the federal standard withholdings will be taken. **PLEASE NOTE: YOU CANNOT CLAIM EXEMPT ON the Federal W4.**
- W4-MN: Complete Section 1 of the W4-MN. If not completed we will withhold at single and 0, which is the most taxes withheld. **Be sure to sign and date.**
- If the number of allowances claimed do not appear realistic, we will have to send a copy to the state.
- **PLEASE NOTE: On the W4-MN you must complete Section 2 if claiming exempt and we will have to send a copy to the state.**

2. Obtain documented proof of Unemployment from the State.

- Login to State website at [www.uimn.org](http://www.uimn.org).  
Select **Applicant Login** link.  
Enter your **Social Security Number** and your unemployment **PASSWORD**.  
Select **View and Maintain My Account**.  
Select **Issues that may affect my eligibility - Determination and Issue Summary**. (*See example on following pages*)  
You will need to print this page for your **first** SAFE Plan payment request.  
This summary provides information regarding your current Unemployment Insurance claim.  
Select the **My Payments** link. (*See example on following pages*)

Please see reverse side for additional details

Select the **Search** button located under the date range.  
Select Print.

**Important:** Please review the page that you print to ensure that all data is printed.  
For example, the print-out must include the payment status of your requests, dates etc.  
If the printout is missing information, please make adjustments to the page layout as follows:  
Once the printable version is on your screen, Select File, (located on your tool bar) Select Print.

**NOTE:** Current Payment information is available **24 hours after** you submit your payment request from the State. Once updated, the terms NonPayable Week, Processed, or Not Eligible will show in the far-right column for the appropriate week.

3. Once the application, W4 and W4-MN are completed, and the Issues that may affect my eligibility - Determination and Issue Summary, and the My Payment Information are obtained, bring, mail, email or fax to the Benefit Office. (see fax # and addresses below)

All required information, (applications, current payment information, determination and issue summaries, etc.) must be submitted to the Benefits Office by **4:00 PM on Wednesday**. Be sure to print your **first** and **last name**, including the **last four digits** of your Social Security Number on **all** documentation if it is not already on the paper before submitting to the Benefits Office.

Checks will be issued and mailed on **Friday** unless other arrangements have been made with the Benefits Office. If you request to pick up your check, it will be available between 1 and 3:30 PM **on Friday**. Any checks not picked up by 3:30 will be dropped in the mail.

Thank you for your cooperation,

Lora Gomez  
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