



# American Maritime Officers Vacation Plan

2 West Dixie Highway, Dania Beach, FL 33004

Phone: 800-348-6515 Ext 15

## INSTRUCTIONS FOR FILING FOR VACATION BENEFITS

### Where To Apply For Benefits:

Applicants may either mail, email or fax in applications with the appropriate documents or you may visit one of our two locations.

### Walk-In:

Applicants may apply for benefits by visiting one of the locations listed below and your claim for benefits can be processed while you wait.

#### Deep Sea or Great Lakes Employment

2 West Dixie Highway  
Dania Beach, FL 33004  
(800) 348-6515 Ext 15

#### Deep Sea or Great Lakes Employment

1 Maritime Plaza  
Toledo, OH 43604  
(800) 221-2294 (inside Ohio)  
(800) 221-9395 (outside Ohio)

### Mail-In:

Applicants may mail in a completed application with the appropriate documents and a check will be processed within 5 business days from receipt of application assuming proper documentation is included with the application. Please address envelope to: AMO Vacation Plan, 2 West Dixie Highway, Dania Beach, FL 33004

### Email:

Applicants may email an electronic file of the completed application with the appropriate documents and your check will be processed within 5 business days from receipt of application assuming proper documentation is included with your application. The email address is: [amovacation@amoplans.com](mailto:amovacation@amoplans.com)

### Fax:

Applicants may Fax a completed application with the appropriate documents and a check will be processed within 5 business days from receipt of application assuming proper documentation is included with your application. The fax number is: (954) 926-7274.

### How to Apply for Benefits:

- Vacation Benefit forms can be obtained from the AMO Plans website [www.amoplans.com](http://www.amoplans.com) or by calling the numbers listed above.
- Submit all documentation as outlined in the Application for Vacation Benefits so that employment may be verified and the proper FICA tax deducted.
- No benefit will be paid for accumulations based on more than 545 days (730 days for Great Lakes employees) of covered employment, nor will benefits be paid for accumulations based on employment earned more than 730 days prior to the date of application.
- Applicants cannot apply for benefits while employed aboard any contracted vessel (Deep Sea only).
- The IRS requires the AMO Vacation Plan to have a completed IRS Form W-4, Employee's Withholding Allowance Certificate, on file for each participant claiming Vacation Benefits. If a Form W-4 is not on file, the IRS requires the Plan to withhold taxes as if a Participant is single with no withholding allowances. The AMO Vacation Plan will keep on record a participant's completed W-4 form and it will remain on file at the Plan office. It will not be necessary to complete a new W-4 form with each Vacation Application unless a participant's status has changed or participant is claiming exempt. If a participant claims exempt, a new W-4 Form must be completed each year.
- All active 401k participants should have an updated Election form on file with their employer(s).

### Direct Deposit of your Vacation Benefit Check:

Effective March 2009, participants can complete a Direct Deposit Application form which provides authorization to deposit their Vacation benefit checks directly into the applicants bank account. This form will be kept on file and all future Vacation application payments will be processed via direct deposit. A check will be sent directly to the bank specified and an Explanation of Benefits will be sent to the participants address on file (this includes walk-in applicants). Once the application process is complete (up to 5 business days), a check will be deposited into the applicants bank account within 48 hours. Benefits payments will only be processed if applicant is named on the bank account. If any banking information changes please complete a new Direct Deposit Application so we can update our records and process benefit payments accurately. Once you authorize direct deposit this will be your primary method of payment until withdrawn.