

Wills & Trust & Probate Assistance through MetLife (form is only available after you contact them.)

MetLife Assistance

Legal Service Through MetLife

MetLife has a legal service related to Fund participants at no additional cost. The existing legal assistance to the executor or administrator of an employee's estate has been expanded to cover settlement of the estates of both the employee and the employee's spouse/domestic partner. Consequently, employees responsible for settling their spouses'/domestic partners' estates will also be eligible for this legal assistance even if the spouse/domestic partner is not insured under the Fund's plan.

MetLife offers this service through Hyatt Legal Plans and provides for no attorney's fees, co-payments or claim forms to complete when a Hyatt Legal Plans attorney is used to perform the following services:

- Telephone and face-to-face office consultations to discuss matters related to probating the estate;
- Preparation of documents and representation at court proceedings needed to transfer the probate assets from the deceased's estate to the heirs;
- Completion of correspondence necessary to transfer non-probate assets such as proceeds from insurance policies, joint bank accounts, stock accounts or a house and;
- Associated tax filings.

Plan participants also have the flexibility to use an attorney who does not participate in the Hyatt Legal Plans network, where reimbursement for covered services would follow a set fee schedule. In that case, participants will be responsible for any attorney's fees that exceed the reimbursed amount.

Will Preparation Service Free to Staff Enrolled in the Fund's Optional Life Insurance

Something many need, but very few have. With Will Preparation, you can have a will prepared, easily and economically.

If you're enrolled in the Fund's Optional Life Insurance coverage (insured through MetLife), you and your spouse or domestic partner may take advantage of a new Will Preparation service. It is offered through Hyatt Legal Plans, a MetLife company, and provides access to attorneys who participate in Hyatt Legal Plans' network for preparing or updating a will at no additional charge. You may also use a non-participating attorney and receive reimbursement for covered services according to a set fee schedule. In this case, you will be responsible for any of the attorney fees that exceed the reimbursed amount (See table below).

Virtually everyone needs a will. Without a will, a person's assets are generally distributed according to state law, regardless of his/her actual intentions. Having a will can help you set important decisions—such as who inherits your property, who handles your affairs, and who will care for your children.

Easy to Use

It's easy to use the Will Preparation service. Simply call Hyatt Legal Plans' Toll-Free Number at (800) 821-6400, Monday – Friday, 8:00 a.m. – 7:00 p.m. Eastern Time to speak to a representative. You'll be asked to provide International Monetary Fund's group number, 109926, and the last 4 digits of your Employee ID. The representative will assist you in locating a participating plan attorney in your area, and provide you with a case number you'll need when you or your spouse makes an appointment.

People procrastinate for many reasons, but thanks to the Will Preparation service, you can prepare or update a will easily and economically. And, you'll add to your peace of mind knowing that you're helping to protect your family's financial future.

Use of a non-participating attorney

If you choose an attorney who does not participate in the Hyatt Legal Plans' to prepare your will, call the Hyatt Legal Plans' toll-free telephone number to request a case number and fee reimbursement claim form. You must fill out and sign the claim form and return it with a copy of the attorney's final bill to Hyatt Legal Plans. You will be promptly reimbursed by check according to the schedule below:

Out-of-Network Reimbursement for MetLife's Will Preparation Service	
Service Provided	Maximum Reimbursement*
Will & Codicils	
- Individual	\$150
- Employee & Spouse	\$175
*You will be reimbursed the lesser of the maximum reimbursement amount or the attorney's actual charge. If the attorney's fees exceed the maximum reimbursement amount, you are responsible for payment of the difference. Only attorneys' fees are covered, other costs—such as filing fees—are not covered. Hyatt Legal Plans is not responsible for legal work performed by out-of-network	

