



Carpenters Southwest Administrative Corporation

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www.carpenterssw.org

Electronic Delivery Request

As a participant you are entitled to important material explaining how your various benefits work. You have the option to receive this information electronically, and there are a lot of good reasons for doing so. Electronic delivery of Plan documents is convenient, simplifies your recordkeeping, reduces paper clutter, ensures fast delivery, and allows more of your contributions to be spent on benefits by saving on printing and postage costs.

Getting started is easy. If you prefer to receive the various Summary Plan Description booklets, Summary of Material Modifications, and Notices electronically, sign below and return. You may withdraw your consent at any time by contacting the Administrative Office at www.carpenterssw.org or 213-386-8590 or 800-293-1370 (Toll Free).

Participating in Electronic Delivery ensures you **fast delivery** of the most **current Plan Notifications and Materials**, allowing more of your contributions to be spent on your benefits. Return this form to get started. It's fast, easy, and efficient!

PRINT OR TYPE ONLY. COMPLETE ALL FIELDS.

Name

Social Security #

Address

City, State, Zip

Phone Number

E-Mail Address

I prefer to receive Plan materials via this e-mail address.

Participant's Signature

Date

- Electronic materials are emailed, typically in Portable Document Format (PDF), and are identical to the paper versions you've been receiving. There is no charge for accepting materials online.
- You will need an internet connection and a computer with an operating system capable of receiving, accessing and displaying and either printing or storing the electronic documents received. You should have Adobe Reader to access PDF files. Learn more and download Adobe Reader directly from Adobe's website, www.adobe.com.
- Change your email address at any time by contacting the Administrative Office at (213) 386-8590 or (800) 293-1370. The change must be in writing with your signature.
- Your consent to electronic delivery of Plan documents is valid unless and until you withdraw your consent. You can withdraw your consent and reset your preference to mail at any time. The change must be in writing with your signature.
- While E-Delivery may significantly reduce the amount of mail we send you, certain documents and service-related correspondence will continue to be sent via U.S. Mail. Additionally, you may request a paper copy of any documents received electronically.
- Unless otherwise instructed, your email address will be shared with the Carpenters Union, Apprenticeship Training Committee and the Carpenters Trust Funds.