



Carpenters Southwest Administrative Corporation

533 South Fremont Avenue • Los Angeles, California 90071-1706 • Tel: 213-386-8590 • Toll Free: 800-293-1370

www.carpenterssw.org

April 2018

SUBJECT: SOUTHWEST CARPENTERS VACATION TRUST
July 2018 Vacation Request Form

Dear Participant:

The Board of Trustees authorized the use of electronic deposit for payment of your Vacation benefit directly to your bank account. Direct deposit of your Vacation benefit will ensure that it is received safely and timely.

If you would like your Vacation benefit electronically deposited into your checking or savings account, please provide one of the following to the Administrative Office:

- A voided check, or
- A direct deposit authorization form from your financial institution

Your name, routing number and account number must be preprinted on the documentation you provide from your financial institution.

If your last Vacation payout was direct deposited and your banking information has not changed, you do not need to submit banking information again.

Please return your Request for Vacation Benefits Form and supporting bank documents as explained above to the Administrative Office in the enclosed return envelope no later than June 1, 2018. Your Vacation benefit will be electronically deposited into your account for each Vacation period thereafter, unless you change your election by notifying the Administrative Office in writing.

PLEASE NOTE: YOU MUST COMPLETE AND RETURN THE "REQUEST FOR VACATION BENEFITS FORM" EACH VACATION DISTRIBUTION PERIOD, WHETHER OR NOT YOU CHOOSE TO HAVE DIRECT DEPOSIT OR A PHYSICAL CHECK. OTHERWISE, A VACATION DISTRIBUTION WILL NOT BE MADE.

The July 2018 Vacation Request forms are also available on our website and at your local union. If you previously completed a form for the July 2018 Vacation payout do not complete another form as this may delay payment processing.

All Vacation Trust correspondence will be mailed to the address we have on file for you. (This same address is also used for your pension and health benefits.) Please do not complete the address section on the enclosed form UNLESS IT IS A NEW ADDRESS.

Sincerely,

Vacation Department
Enclosure



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REQUEST FOR VACATION BENEFITS – JULY 2018

IMPORTANT: YOU MUST COMPLETE, SIGN AND RETURN THE REQUEST FOR VACATION BENEFITS FORM FOR EACH VACATION DISTRIBUTION PERIOD, WHETHER OR NOT YOU CHOOSE TO HAVE DIRECT DEPOSIT OR A PHYSICAL CHECK. OTHERWISE, A VACATION DISTRIBUTION WILL NOT BE MADE.

Check one of the following (if an election is not made a physical check will be issued):

- NEW BANKING INFORMATION** – Please attach a voided check or a direct deposit authorization form. Your name, routing number and account number must be preprinted on the documentation you provide from your financial institution.
- USE THE SAME BANKING INFORMATION** – If you received a direct deposit for the last Vacation distribution, the Trust will use the same banking information that you provided.
- SEND A PHYSICAL CHECK** – The Trust will cancel your direct deposit if you have one in place and send you a check.

PARTICIPANT INFORMATION

PLEASE PRINT CLEARLY

PARTICIPANT NAME _____	
PARTICIPANT NUMBER OR SOCIAL SECURITY NUMBER _____	
PARTICIPANT DATE OF BIRTH _____	LOCAL UNION NO _____
PARTICIPANT PHONE NUMBER () _____	

ONLY complete section below if you have a new address

NEW MAILING ADDRESS _____		
CITY _____	STATE _____	ZIP CODE _____

PLEASE NOTE: Requests for Benefits must be filed before the second anniversary of the July 1 or December 1 pay date applicable to the vacation benefit or such benefit will be forfeited and deemed to be irrevocably contributed to the Trust.

You are authorized to mail my check or direct deposit voucher, addressed to the undersigned. I agree that if I am not the person entitled to the benefits, I will reimburse and indemnify the Southwest Carpenters Vacation Trust. The undersigned hereby authorizes the Southwest Carpenters Vacation Trust to make credit or debit entries as adjustments for any error made to my bank account.

PARTICIPANT'S SIGNATURE

DATE