



**CARPENTERS
SOUTHWEST
ADMINISTRATIVE
CORPORATION**

533 South Fremont Avenue
Los Angeles, CA 90071-1706

Tel: 213-386-8590 • **Toll Free:** 800-293-1370
www.carpenterssw.org

January 2021

Important Announcement for Colorado Vacation Trust Plan Participants

Beginning January 1, 2021, the Southwest Carpenters Vacation Trust will begin to receive Vacation contributions for all Colorado Labor Agreements under the Southwest Regional Council of Carpenters and Carpenters Local #555. Your employer will report any hours worked, as required by the Collective Bargaining Agreement, to the Southwest Carpenters Trust beginning with the hours you work in January 2021. This means if you are eligible, you will be a participant of the Southwest Carpenters Vacation Trust Plan effective January 1, 2021.

Additionally, administration of the Vacation Trust benefits will change from Zenith-American Solutions to Carpenters Southwest Administrative Corporation (CSAC), which is the administrator of the Health & Welfare benefits and, effective January 1, 2021, the Colorado Pension and Annuity benefits.

What Changes to Expect

- One of the most significant changes is the fact you will be required to “request” your vacation benefit payout—it will no longer be paid to you automatically.
- CSAC issues vacation payouts in July and December each year. The July payout is for the work months of September thru February. This means contributions for the work months of January and February 2021 will be available to you in July provided you submit a Vacation Request Form for the July 1, 2021 payout. Contributions received for work months from March through August 2021 will be available for the December 1, 2021 payout. Vacation request forms will be provided to you closer to the payout date and can be submitted through mail, email or the MemberXG portal. You will have the option of payment by check or direct deposit.
- You will receive a separate communication from the Colorado Carpenters and Millwrights Vacation Plan regarding the termination of the current plan and payment of contributions to plan participants for hours worked through December 2020.

There are several other differences between the current Colorado Carpenters and Millwrights Vacation Plan and the Southwest Carpenters Vacation Trust Plan with regard to plan provisions and/or administration of the plan. Those differences are outlined in the chart of ***Frequently Asked Questions*** enclosed with this announcement in the form of a side-by-side comparison. For additional information, see the Summary Plan Description enclosed.

If you are currently a participant in the Southwest Carpenters Health & Welfare plan, you may have already signed up to view your work hours and eligibility with our secure member portal, MemberXG. When you begin to receive contributions for Vacation, you will also be able to view those on MemberXG. Go to MemberXG.Carpenterssw.org for more information.

It is important you keep CSAC updated with your current contact information including mailing address, email address and cell phone number in order for you to receive all plan communications, notices and forms.

Frequently Asked Questions

Frequently Asked Question	Colorado Carpenters and Millwrights Vacation Plan	Southwest Carpenters Vacation Plan
What are the payout dates?	June 1st and December 1st	July 1st and December 1st
What months are included with each payout?	October - March = June 1 April - September = December 1	September - February = July 1 March - August = December 1
Do I need to apply for my Vacation Benefits?	No application form is required. Payment is sent to your address on the payout date.	You must file a Request for Benefits form for each July and December distribution in order to receive payment.
Can I have my benefits electronically deposited into my bank account?	The only form of payment is a physical check to your mailing address.	You can choose to receive your distribution as a check in the mail <u>or</u> as a direct deposit to your bank account when you file your Request for Benefits.
I'm an apprentice attending classes, can I request my Vacation Benefit early?	You can request a distribution of up to \$600, if available in your account after completion of the class.	You may request a full distribution of any amount available in your account after completion of the class.
Do I have to withdraw my Vacation Benefit every payout?	Benefits are automatically distributed every payout.	You do not have to withdraw your benefit for every payout. When you file a Request for Benefits, your benefit amount will include contributions paid through the current period and prior available periods.
Will I lose my Vacation Benefit if I don't claim it?	If the administrator is unable to locate you when your Vacation Benefit becomes payable and you remain unlocated after reasonable efforts to locate you have been completed, your entire Vacation Plan account shall be forfeited. However, if you later make a claim for Vacation Benefits, the Administrative Office will restore your account to the same dollar amount.	If you do not file a Request for Benefits form within two years after the original July 1 or December 1 distribution date, you are deemed to have elected to irrevocably contribute the amount of such benefit to the Trust.
Will I lose my Vacation Benefit if I do not cash or deposit my Vacation Check?	If for any reason you do not cash the distribution check sent to you and you remain unlocated after reasonable efforts to locate you have been completed, your entire Vacation Plan account shall be forfeited. However, if you later make a claim for Vacation Benefits, the Administrative Office will restore your account to the same dollar amount.	Your Vacation Benefit check must be cashed before the second anniversary of the July 1 or December 1 payout date represented by the check or it will be void and you will be deemed to have elected to irrevocably contribute the amount of such benefit to the Trust.

Carpenters Southwest Administrative Corporation ("CSAC")

533 South Fremont Avenue
 Los Angeles, CA 90071-1706
 (213) 386-8590 - (800) 293-1370 (toll-free)
 8:00 a.m. to 5:00 p.m. (Pacific) – Monday thru Friday
 Assistance in English or Spanish
www.carpenterssw.org