



**CARPENTERS
SOUTHWEST
ADMINISTRATIVE
CORPORATION**

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Los Angeles, CA 90071-1706

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REQUEST FOR CHECK STUB REVIEW

Please review the hour detail on your Vacation check stub or direct deposit voucher. If you believe there is a discrepancy in the hours reported, you must file a request for check stub review within 60 days.

TO REQUEST A REVIEW OF YOUR CHECK STUBS:

Complete this form and return it to the Trust Office with **a copy** of your check stubs. Please do not send original check stubs, as they will not be returned. A review will be made upon receipt of this completed form and your check stubs. If it is determined that additional benefits are due, you will receive a separate payment. If it is determined that the hours reported are correct, you will receive written notification explaining the reason for our decision. Please be patient, as this process generally takes 60-90 days.

IMPORTANT INFORMATION:

- The July Distribution covers pay periods from September through February
- The December Distribution covers pay periods from March through August
- Most employers report hours based on check date and not period start/end dates (*i.e. hours worked from Feb 22-28 and paid on Mar 3rd will be reported with the March contributions*)

| Month/Year <small>Based on check date not period date</small> | Employer Name | Total Reported Hours <small>Hours paid on vacation check</small> | Total Claimed Hours <small>Hours on employer payroll checks</small> |
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Participant Name: _____ SSN: _____

Signature: _____ Date: _____

If additional space is needed, you may attach a separate sheet of paper. Please return the signed form with supporting documentation to the Administrative Office at the address listed above.