



**CARPENTERS  
SOUTHWEST  
ADMINISTRATIVE  
CORPORATION**

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**DATE: JUNE 2024**

**TO: AGC/WSAUC PARTICIPANTS RECEIVING CONTRIBUTIONS ON BEHALF OF SIGNATORY EMPLOYERS IN THE WASHINGTON AREA**

**RE: VACATION, PENSION, & ANNUITY CONTRIBUTIONS DIRECTED TO THE SOUTHWEST CARPENTERS TRUSTS**

Dear Participant:

The Carpenters Southwest Administrative Corporation (CSAC) is the administrator of the Southwest Carpenters Trusts. Beginning with the June 2024 work month, contributions for work performed under signatory employers in the Washington area will be directed to the Southwest Carpenters Pension Plan, the Southwest Carpenters Annuity Plan, and the Southwest Carpenters Vacation, Sick Leave, and Paid Time Off Plan (Vacation Plan) in accordance with the Master Labor Agreement.

***\*Health contributions for work performed under signatory employers in the Washington area will continue to be directed to the Northwest Carpenters Health and Security Plan. Current health coverage will continue to be administered through the Northwest Carpenters Trust, provided you meet the eligibility rules of their plan. If there are any future changes to your health plan contributions or benefits, you will be notified in writing.***

### ***Vacation Plan***

As of June 2024, when you work in the Washington area under a signatory employer, contributions will no longer be forwarded to Qualstar Credit Union. This does not impact your existing account or balance with Qualstar Credit Union if you are an enrolled Qualstar member.

Under the rules of the Vacation Plan, contributions made for the work months of September through August are distributed automatically to enrolled participants on December 1<sup>st</sup> of each year. There are also two Early Withdrawal options: 1) Option to elect an automatic Early Withdrawal of your available balance through the February work month each July 1<sup>st</sup>, and 2) Request up to two “On-Demand” Early Withdrawals per year. On-Demand requests can only be made online through the MemberXG portal. Both types of Early Withdrawals can only be made via direct deposit.

***The Vacation Plan waiting period for an On-Demand Early Withdrawal, outlined in the Summary Plan Description (SPD), is waived for participants who are part of the Washington transition.*** Refer to the enclosed Vacation SPD for additional information regarding Plan distributions.

**Contributions received on your behalf for the June through August 2024 work months will automatically be distributed to you by physical check or direct deposit on or around December 1, 2024. Additionally, you**

**may request those contributions through an On-Demand Withdrawal on MemberXG, but you must provide direct deposit information on the enclosed Vacation form.**

As a participant in the Plan, you may view your work history, complete forms, or request an On-Demand Withdrawal by logging on to the MemberXG portal. Please see the enclosed flyer for instructions on how to set up your account.

### ***Annuity Plan***

Employer contributions made to the Southwest Carpenters Annuity Plan are placed in individual accounts and they are 100% vested. If you are a hands-on investor, you may self-direct your investments by selecting from the available investment options.

However, if you do not designate your investment choices, your contributions will automatically be invested in a Target Date Fund based on your age. Empower is the Plan's recordkeeper and maintains your current balance and investment options. Contributions for the June work month will be available for viewing through your Empower account by the end of August. You can access general plan information and your account information by creating an account and logging on to [swcarpentersannuity.org](http://swcarpentersannuity.org).

You can also contact an Empower representative at (877) 778-2100, 8 a.m. to 9 p.m. ET. The enclosed Annuity Summary Plan Description (SPD) explains rules for eligibility, distribution options, and other provisions of the Plan.

401(k) employee deferrals will remain unaffected and Plan administration of the 401(k) Plan will remain with the Northwest Carpenters Plan and its recordkeeper, Milliman. For questions regarding your 401(k) Plan, please contact the Northwest Carpenters Trust at (206) 441-6514.

### ***Pension Plan***

The Southwest Carpenters Pension Plan is a Defined Benefit Retirement Plan. Employer contributions and work hours reported to the Plan are used to determine benefit accrual for each calendar year. The enclosed Pension Summary Plan Description (SPD) provides further information on how you can earn and apply for benefits under the Plan.

After the end of each calendar year, your previous year's accrual can be viewed on the MemberXG portal by choosing "Pension Credits" from the dashboard. You can also view "Work History" to verify your current contributions by fund and access your Annual Pension Statements under "Retirement Documents" in the Document Center.

### ***Reciprocity***

***Given the redirection of your Pension and Annuity contributions to the Southwest Carpenters Trusts, you may need to revise any existing Reciprocity requests and authorizations you have on file with outside Carpenter funds. If you need to change your existing Reciprocity Authorizations, you can locate the Reciprocity Authorization Form at [wim.carpenterssw.org](http://wim.carpenterssw.org) and submit it to [reciprocity@carpenterssw.org](mailto:reciprocity@carpenterssw.org) or you may complete and submit forms in the MemberXG Document Center.***

## **What we need from you**

To enroll in the Southwest Carpenters Trusts and ensure that you receive Plan Benefits and Plan communications, including distribution of Vacation contributions in December, **ALL** enclosed forms are **required** and should be returned immediately. A postage-paid envelope is enclosed for your convenience.

### **Enclosed Forms to Complete and Return:**

- ✓ Participant Information Form
- ✓ Vacation Election Form
- ✓ Supplemental Dues Form
- ✓ Beneficiary Form

Additionally, CSAC must have authorization on file to forward your Supplemental Dues, remitted each month by your employer, to the Regional Council on your behalf. Otherwise, your Vacation Plan distribution may include those funds, subject to collection by the Regional Council. **Delays in submitting these forms may delay your receipt of benefits.**

For updated information on your benefits or to submit forms electronically, see the enclosed flyer to learn about MemberXG and create your account. You may also email forms to [enrollment@carpenterssw.org](mailto:enrollment@carpenterssw.org).

If you have any questions or need assistance, please contact the CSAC Administrative Office at (213) 386-8590 or (800) 293-1370, M-F 8:00 a.m. to 5:00 p.m. PST or email [info@carpenterssw.org](mailto:info@carpenterssw.org). **However, if you have questions about previous benefits or current health coverage, please contact the Northwest Carpenters Trust at (206) 441-6514.**

Sincerely,

Carpenters Southwest Administrative Corporation

***Aviso a participantes que hablan español:*** Comenzando con el mes laboral de junio del 2024, las contribuciones por el trabajo realizado con los empleadores signatarios en el área de Washington se dirigirán al Plan de Pensión de Carpinteros del Sudoeste, el Plan de Anualidad de los Carpinteros del Sudoeste y el Plan de Vacaciones, Baja por Enfermedad y Tiempo Libre Pagado de Carpinteros del Sudoeste (Plan de Vacaciones) de acuerdo con el Acuerdo Laboral Maestro. Las contribuciones de salud continuarán siendo dirigidas al Plan de Salud y Seguridad de Carpinteros del Noroeste. Los participantes elegibles del plan de salud recibirán información adicional por correo en los próximos meses que les proporcionará más información si hay algún cambio en el futuro. Con respecto a las cuentas individuales 401(k), las contribuciones continuarán siendo remitidas al Fideicomiso de Carpinteros del Noroeste hasta nuevo aviso. **Es importante que complete y devuelva los formularios adjuntos en el sobre de devolución proporcionado.** Si tiene alguna pregunta referente a este aviso o sobre sus contribuciones de Pensión, Anualidad o Vacaciones, por favor comuníquese con la Oficina Administrativa al (213) 386-8590 o (800) 293-1370, donde habrá varios representantes bilingües que le ayudarán. Más información sobre esta transición está disponible en español en nuestro sitio web en [wim.carpenterssw.org](http://wim.carpenterssw.org). **Sin embargo, si tiene alguna pregunta sobre los beneficios actuales de salud y bienestar, comuníquese con fideicomiso de Carpinteros del Noroeste al (206) 441-6514.**