



Carpenters Southwest Administrative Corporation

ADMINISTRATIVE OFFICE: 533 S Fremont Ave • Los Angeles, CA 90071-1706 • Tel: (213) 386-8590 • Toll Free (800) 293-1370

www.carpenterssw.org

IMPORTANT NOTICE

SUBJECT: SOUTHWEST CARPENTERS VACATION TRUST
Apprentice Vacation Benefit Distribution

Hours reported for you worked between the last Vacation Distribution or the date you start working, are listed in detail on the voucher attached to your Vacation Trust benefit check. Please remember that the hours being paid by your employer are always one month behind. This does not mean your employer is delinquent, this is a normal procedure and that is under the limits that the trust allows to submit contributions to your account. Take this in consideration before submitting an unnecessary claim.

If you can prove that you worked more hours than are reported on the voucher, please list below the employers who DID NOT report your hours correctly, and return this form to the address shown above.

NO ACTION WILL BE TAKEN ON YOUR CLAIM UNTIL THIS FORM IS RETURNED.

Investigation will be made of your claim as soon as possible. Please DO NOT telephone or visit the Administrative Office or your Local Union Office concerning your check or this claim. It will only delay the processing of this claim. Instead, please read, complete and attach the necessary documentation to this claim and return it. This will ensure investigation of your claim at the earliest date.

If the information submitted on this form is incorrect or incomplete, we will return it to you for correction and/or completion.

PLEASE PRINT OR WRITE CLEARLY

NAME & ADDRESS OF EMPLOYER
(Reporting incorrectly)

MONTH & YEAR
WORKED

NUMBER OF HOURS
WORKED EACH MONTH

NAME (Print) _____

DATE _____

SIGNED _____

LOCAL UNION _____

SOCIAL SECURITY NUMBER (Print Clearly) _____

PHONE NUMBER () _____

PLEASE ATTACH CHECK STUB COPIES SUPPORTING THE INFORMATION LISTED ABOVE AND MAIL TO:

Southwest Carpenters Vacation Trust
533 S. Fremont Ave 6th Floor
Los Angeles, CA 90071

Rev. 9/2010

Arizona
Satellite Office
4547 W. McDowell Rd. Ste. 6
Phoenix, AZ 85035-4124
(602) 352-6805

Nevada
Satellite Office
980 Kelly Johnson Dr., Ste. 180
Las Vegas, NV 89119-3722
(702) 851-4510 • (800) 501-0210

New Mexico
Satellite Office
3900 A Pan American Freeway, NE Ste. 120
Albuquerque, NM 87107-4747
(505) 266-8869