



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

September 2011

SUBJECT: SOUTHWEST CARPENTERS VACATION TRUST
December 2011 Vacation Request Form

Dear Member:

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

If you would like your Vacation benefit electronically deposited into your checking or savings account, please complete and sign the Authorization for Electronic Deposit and return it to the Administrative Office with the following items:

1. A **voided check** for your checking account, or
2. A **deposit slip** for your savings account that includes a **confirmed** bank routing number.

***** IF YOU HAVE ALREADY SUBMITTED YOUR BANKING INFORMATION ON A PREVIOUS VACATION DISTRIBUTION, YOU DO NOT NEED TO SEND THE BANKING INFORMATION PORTION OF THE VACATION REQUEST FORM. *****

Please return your combined Vacation benefits/authorization form and supporting bank documents as explained above to the Trust Office in the enclosed return envelope no later than October 31st, 2011. Your Vacation benefit will then be electronically deposited into your account for each Vacation period thereafter, **unless you change your instructions by notifying the Administrative Office in writing.**

IMPORTANT: YOU MUST COMPLETE AND RETURN THE "REQUEST FOR BENEFITS" PORTION OF THE FORM FOR EACH VACATION DISTRIBUTION PERIOD, WHETHER OR NOT YOU CHOOSE TO HAVE YOUR CHECK ELECTRONICALLY DEPOSITED.

We cannot use a different address for your Vacation check than we do for Pension or Health benefits, so please enter the address to which **ALL** trust correspondence should be sent.

Sincerely,

Vacation Department

Enclosure

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

