



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

Vacation Claim Letter 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.

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.

PRINT OR WRITE CLEARLY

NAME & ADDRESS OF EMPLOYER (Reporting Incorrectly)	MONTH & YEAR WORKED	NUMBER OF HOURS WORKED EACH MONTH
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME: _____ DATE: _____

SIGNATURE: _____ LOCAL UNION: _____

SOCIAL SECURITY #: _____ PHONE NUMBER: _____

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

Southwest Carpenters Vacation Trust
533 South Fremont Avenue, 6th Floor
Los Angeles, CA 90071-1706