



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
December 2016 Vacation Benefit Distribution**

Work hours reported from March 1, 2016 through August 31, 2016 are listed in detail on the voucher attached to your Vacation check. 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. **NO ACTION WILL BE TAKEN ON YOUR CLAIM UNTIL THIS FORM IS RETURNED.**

Please remember that you may have already collected your benefits under the Apprenticeship Wage Program. Also, a portion of the Vacation deducted on your paycheck stub is for your Supplemental Dues, unless your employer lists it separately.

An investigation will be made of your claim as soon as possible. Claims for supplementary benefits will be processed after the initial distribution has been completed. 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 complete this form and return it to the Administration Office. This will ensure investigation of your claim at the earliest date. **PLEASE REMEMBER THAT HOURS WORKED IN THE LAST WEEK OF EACH MONTH ARE USUALLY SUBMITTED ON THE FOLLOWING MONTH'S REPORT.**

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

*DO NOT LIST HOURS WORKED
AFTER August 31, 2016*

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