



# *Carpenters Southwest Administrative Corporation*

533 South Fremont Avenue • Los Angeles, California 90071-1706 • Tel: 213-386-8590 • Toll Free: 800-293-1370

[www.carpenterssw.org](http://www.carpenterssw.org)

April 2017

SUBJECT: SOUTHWEST CARPENTERS VACATION TRUST  
July 2017 Vacation Request Form

Dear Participant:

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

If you would like your Vacation benefit electronically deposited into your checking or savings account, please provide one of the following to the Administrative Office:

- A voided check, or
- A direct deposit authorization form from your financial institution.

Your name, routing number and account number must be preprinted on the documentation you provide from your financial institution.

If your last Vacation payout was direct deposited and your banking information has not changed, you do not need to submit banking information again.

Please return your Request for Vacation Benefits Form and supporting bank documents as explained above to the Administrative Office in the enclosed return envelope no later than May 31, 2017. Your Vacation benefit will be electronically deposited into your account for each Vacation period thereafter, unless you change your election by notifying the Administrative Office in writing.

**PLEASE NOTE: YOU MUST COMPLETE AND RETURN THE "REQUEST FOR VACATION BENEFITS FORM" EACH VACATION DISTRIBUTION PERIOD, WHETHER OR NOT YOU CHOOSE TO HAVE DIRECT DEPOSIT OR A PHYSICAL CHECK.**

The July 2017 Vacation Request forms are also available on our website and at your local union. If you previously completed a form for the July 2017 Vacation payout do not complete another form as this may delay payment processing.

Please provide the address where you would like all Trust correspondence to be mailed. Your Vacation benefit cannot be sent to a different address than what is used for your health and pension benefits.

Sincerely,

Vacation Department

Enclosure



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## REQUEST FOR VACATION BENEFITS - JULY 2017

**IMPORTANT:** YOU MUST COMPLETE, SIGN AND RETURN THE REQUEST FOR VACATION BENEFITS FORM FOR EACH VACATION DISTRIBUTION PERIOD, WHETHER OR NOT YOU CHOOSE TO HAVE DIRECT DEPOSIT OR A PHYSICAL CHECK.

Check one of the following (if an election is not made a physical check will be issued):

- NEW BANKING INFORMATION** - Please attach a voided check or a direct deposit authorization form. Your name, routing number and account number must be preprinted on the documentation you provide from your financial institution.
- USE THE SAME BANKING INFORMATION** - The Trust will use the same banking information provided in the last Vacation distribution.
- SEND A PHYSICAL CHECK** - The Trust will cancel your direct deposit if you have one in place and send you a check.

### PARTICIPANT INFORMATION

**IMPORTANT: PRINT CLEARLY IN INK**

PARTICIPANT NUMBER OR SOCIAL SECURITY NUMBER _____									
PARTICIPANT DATE OF BIRTH _____				LOCAL UNION NO. _____					
PARTICIPANT PHONE NUMBER ( _____ ) _____									
PARTICIPANT NAME									
FIRST			MIDDLE INITIAL				LAST		
MAILING ADDRESS _____									
CITY			STATE			9 DIGIT ZIP CODE REQUESTED			

You are authorized to mail my check or direct deposit voucher addressed to the undersigned to the above address. I agree that if I am not the person entitled to the benefits I will reimburse and indemnify the Southwest Carpenters Vacation Trust. The undersigned hereby authorizes the Southwest Carpenters Vacation Trust to make credit entries, and if necessary, to make debit entries as adjustments for any credit in error, to my bank account indicated.

\_\_\_\_\_  
**PARTICIPANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**