



## **CHANGE OF ADDRESS**

Unless otherwise instructed, this change of address will be applied to ALL records of the Carpenters Union, Apprenticeship Training Committee and the Carpenters Trust Funds including Health & Welfare, Vacation/Sick Leave, Pension and Annuity records and payments.

Name (Please Print):		<input type="checkbox"/> Active	<input type="checkbox"/> Retired
UBC#, SSN or CFAO ID#:		Phone #:	
Street Address:			
City:		State:	Zip Code:
Effective Date of Change:		Local Union:	
Email address for the receipt of Mandatory Disclosures:			
<b>If you provide your email address, mandatory disclosures will be sent via email.</b>			
Signature:		Date Signed:	

Complete the section below **only if you require a different mailing address for your Trust Fund Office Correspondence** regarding Health & Welfare, Vacation/Sick Leave, Pension, Annuity, statement mailings, benefit payments, and benefit notices.

Name (Please Print):		<input type="checkbox"/> Active	<input type="checkbox"/> Retired
UBC#, SSN or CFAO ID#:		Phone #:	
Street Address:			
City:		State:	Zip Code:
Effective Date of Change:		Local Union:	
Email address for the receipt of Mandatory Disclosures:			
<b>If you provide your email address, mandatory disclosures will be sent via email.</b>			
Signature:		Date Signed:	

### **Mail, Fax or Email this Form to:**

**Carpenter Funds Administrative Office of Northern California, Inc.  
P.O. Box 2280  
Oakland, CA 94614  
PHONE (510) 633-0333 or (888) 547-2054  
FAX (510) 633-0215**

**If you've provided your UBC# or CFAO ID#, you may email your form to:**  
**[benefitservices@carpenterfunds.com](mailto:benefitservices@carpenterfunds.com)**

**We do not encourage electronic transmittal of documents containing your SSN.**

## **DELIVERY OF PLAN DOCUMENTS IS FAST, CONVENIENT, AND EFFICIENT!**

- **Providing your email address for the receipt of mandatory disclosures is voluntary.**
- Electronic materials are emailed, typically in Portable Document Format (PDF), and are identical to the paper versions you've been receiving. There is no charge for accepting materials online.
- You will need an internet connection and a computer with an operating system capable of receiving, accessing and displaying and either printing or storing the electronic documents received. You should have Adobe Reader to access PDF files. Learn more and download Adobe Reader directly from Adobe's web site, [www.adobe.com](http://www.adobe.com).
- Change your email address at any time by contacting the Fund Office at [benefitservices@carpenterfunds.com](mailto:benefitservices@carpenterfunds.com), (510) 633-0333, or Toll-Free (888) 547-2054. The change must be in writing, with your signature.
- Some example documents that may be sent electronically include: Summary Plan Descriptions, Notices of Plan changes, Explanations of Benefits, Benefit and Claim Department letters, Prohibited Employment Committee letters, and Fund Trustee memos.
- Your consent to electronic delivery of Plan documents is valid unless and until you withdraw your consent. You can withdraw your consent and reset your preference to mail at any time by contacting the Fund Office at [benefitservices@carpenterfunds.com](mailto:benefitservices@carpenterfunds.com), (510) 633-0333, or Toll-Free (888) 547-2054. The change must be in writing, with your signature.
- While e-Delivery may significantly reduce the amount of mail we send you, certain documents and service-related correspondence will continue to be sent via U.S. Mail. Additionally, you may request a paper copy of any documents received electronically.
- Unless otherwise instructed, your email address will be shared with the Carpenters Union, Apprenticeship Training Committee and the Carpenters Trust Funds.