



**Re: Carpenters Vacation and Holiday Trust Fund for Northern California
Early Vacation Withdrawal – Application**

Below is an application for early payment of Vacation Benefits under the Early Vacation Withdrawal provisions of the Carpenters Vacation and Holiday Trust Fund for Northern California. To be eligible for an early Withdrawal, you must have been a Plan Participant for at least 12 months and must have received at least one regularly scheduled January 31st vacation payout.

Early Vacation Withdrawal Payments are issued either as a direct deposit to your bank account or as a check mailed to the address provided on this application. Payments deposited directly to your bank account are available to you more quickly than payments issued by check. Paper checks can take up to 10 days following issue for you to receive the benefit in the mail.

There is a \$150 processing fee per request for all Early Vacation Withdrawal payments. No interest or dividend will be paid on an Early Vacation Withdrawal payment.

The early Vacation Withdrawal amount is to include only contributions scheduled for payment with the next January 31st vacation payout, less a \$150 processing fee.

APPLICATION FOR EARLY VACATION WITHDRAWAL

Participant's Name: _____

Participant's UBC Number, Participant I.D. Number or Social Security Number: _____

Address: _____
Street

City State Zip Phone No.

➤ Is this a new address? Yes No

➤ Do you want this address used on all future correspondence from the Trust Fund Office? Yes *No

If No – The above address will be used **one-time only to mail your requested Early Vacation Withdrawal payment.*

Email Address for the Receipt of Mandatory Disclosures: _____

If you provide your email address, mandatory disclosures will be sent via email.

PAYMENT ELECTION

Please Note: A \$150 processing fee will be deducted from each Early Vacation Withdrawal payment, for each Benefit Work Year requested.

I elect to have my payment deposited directly to my bank account:

Name of Bank: _____ Type of Account: Checking Savings

Bank Account Number: _____ Bank Routing Number: _____

Use the above bank account information for **ALL** future Vacation and Holiday benefit payments.: Yes No

Please Note: If your bank rejects the direct deposit a check will be mailed to your address on file.

I elect to receive my payment by check – mailed to address shown above.

I have reviewed and understand, the Rules and Regulations on the reverse side of this application. I understand that to be eligible for an Early Vacation Withdrawal I must have been a Plan Participant for at least 12 calendar months AND have participated in at least one regularly scheduled January 31st vacation payout. I also understand that a processing fee of \$150 will be deducted from my Early Vacation Withdrawal payment and will be issued either as a direct deposit to my bank account or as a check issued by mail. I also understand that garnishment and/or liens on file with the Fund, against my account, will be honored before I receive Early Vacation Withdrawal payment.

PARTICIPANT'S SIGNATURE: _____ **DATE:** _____

CARPENTERS VACATION AND HOLIDAY TRUST FUND FOR NORTHERN CALIFORNIA RULES AND REGULATIONS FOR EARLY VACATION WITHDRAWAL PAYMENTS

Upon receipt by the Carpenter Funds Administrative Office of an authorized application for Early Vacation Withdrawal, individual requests for an early payment of amounts in a participant's account based on an Early Vacation Withdrawal may be considered under the following conditions:

- (1) To be eligible for an Early Vacation Withdrawal an individual must have been a Plan Participant for at least 12 calendar months and must have participated in at least one regularly scheduled January 31st vacation payout.
- (2) The amount of any early payout will consist of that portion of your account balance as of the last day of the month immediately prior to the actual disbursement of funds which is scheduled to be included in the next January 31st scheduled vacation payout.
- (3) No interest or dividends will be paid or accumulated on any Early Vacation Withdrawal payment.
- (4) Early Vacation Withdrawal payments will only be issued in a form approved by Board of Trustees, which may include electronic payments.
- (5) To avoid the creation of unnecessary cost for other Vacation Fund Participants, an Early Vacation Withdrawal payment-processing fee of \$150 will be assessed and deducted from the Early Vacation Withdrawal payment for each Benefit Work Year requested.

If your claim for an Early Vacation Withdrawal payment is denied, you have the right to appeal the denial. Appeal rights are described on pages 12-15 of the Summary Plan Description.

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.
- Change your email address at any time by contacting the Fund Office at 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, (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.

CHANGING RECEIVING FINANCIAL INSTITUTIONS

The payee's Direct Deposit will continue to be received by the selected financial institution until the Carpenters Vacation and Holiday Trust Fund for Northern California is notified by the payee that the payee wishes to change the financial institution receiving the Direct Deposit.

FALSE STATEMENTS OR FRAUDULENT CLAIMS

Federal law provides a fine of not more than \$10,000 or imprisonment for not more than five (5) years or both for presenting a false statement or making a fraudulent claim.