

# Southern California Pipe Trades

## Vacation & Holiday Fund

501 Shatto Place, 5<sup>th</sup> Floor, Los Angeles, CA 90020  
(213) 385-6161 or (800) 595-7473

FAX: (213) 385-2767

HOLD FOR PICK-UP

Check this box to request that your check be held at the Trust Office for you to pick-up. See PICK-UPS below for restrictions.

## Request for Vacation & Holiday Interim Withdrawal

(and Change of Address, if applicable)

SSN: _____ - _____ - _____ (only the last four digits are required)	Local #: _____		
_____ Last Name	_____ First Name	_____ Middle Initial	
_____ Street Address			
_____ City	_____ State	_____ Zip Code	( ) - _____ Phone Number
<b>Note: If your address on this form is different from your address on file at the Trust Fund office, your address will be changed for all five Southern California Pipe Trades trust funds to the address on this form.</b>			
I have read and understand the policies outlined on this form and I understand that this interim withdrawal is governed by the Rules and Regulations described in my Summary Plan Description. I request that you issue to me any available Vacation & Holiday Funds. <b>I understand that only one interim withdrawal is permitted during each calendar year.</b>			
X _____ Signature		_____ Date	

PLAN AHEAD: Your V&H check can take up to 30 days to be issued.

PICK-UPS: Checks are USUALLY issued weekly, available for pick-up on Thursday for forms received by 12:00 P.M. (noon) on Tuesday. However this schedule can change so please confirm that your check HAS BEEN ISSUED before you come to the Trust Fund Office. You MUST provide an official picture I.D. (such as a driver license, passport or state I.D. card). If you do not have an official I.D. available, your check will be mailed.

Please read the following carefully regarding your right to an interim withdrawal from your Vacation & Holiday account:

1. Only one interim withdrawal request is permitted during each calendar year.
2. There is a minimum of seven days from the date funds are deposited into the Trust Fund until they are available for withdrawal.
3. Your interim withdrawal will include the entire balance of your account available on the date of issue.
4. If your address on this form is different from your address on file at the Trust Fund office, your address will be changed for all five Southern California Pipe Trades trust funds to the address on this form.
5. If your request for interim withdrawal is in proper order, the disbursement will be issued by the Trust Fund office within 30 days of receipt of the request, except from November 20<sup>th</sup> through December 10<sup>th</sup> and March 20<sup>th</sup> through April 10<sup>th</sup>.
6. Each year, the surplus income of the plan is allocated to participants' accounts based upon each account balance as of November 30<sup>th</sup>, including contributions for hours worked through October 31<sup>st</sup> (if received). Therefore, interim withdrawals will affect the amount of surplus income allocated to your account.