

Southern California Pipe Trades

Vacation & Holiday Fund

501 Shatto Place, 5th 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 **EMERGENCY** Vacation & Holiday Withdrawal (SEPTEMBER 2009—DECEMBER 2009 ONLY)

SSN: _____ - _____ - _____ (only the last four digits are required)	Local #: _____		
_____	_____	_____	
Last Name	First Name	Middle Initial	
Street Address			
_____	_____	_____	
City	State	Zip Code	() - Phone Number
Note: This address <u>MUST</u> match your current address on file before we can process this request.			
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. I understand that only one free interim withdrawal is permitted during 2009 and that a second EMERGENCY withdrawal is permitted during September 1, 2009—December 31, 2009. The fee for the EMERGENCY withdrawal is \$0.10 per hour distributed, which will be deducted from my check.			
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 withdrawals from your Vacation & Holiday account:

1. Only one free interim withdrawal request is permitted during 2009. A second EMERGENCY withdrawal is permitted during September 1, 2009—December 31, 2009. A fee of \$0.10 per hour distributed will be deducted from the benefit check for the EMERGENCY Withdrawal.
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 withdrawal will include the entire balance of your account available on the date of issue.
4. Withdrawals will only be issued to your current address on file at the Trust Fund office. Your address on file can only be updated using an official original Change of Address Form or Enrollment Form, both available by request from the Trust Fund, the Local Union Office, or at www.scptac.org.
5. If your request for 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 20th through December 10th and March 20th through April 10th.
6. Each year, the surplus income of the plan is allocated to participants' accounts based upon each account balance as of November 30th, including contributions for hours worked through October 31st (if received). Therefore, Interim and Emergency withdrawals will affect the amount of surplus income allocated to your account.