

# 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

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 MUST match your current address on file before we can process this request.**  
(see item 4 below)

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 interim withdrawal is permitted during each calendar year.\***

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. Interim 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](http://www.scptac.org).
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.

\* Effective January 1, 2007.