



Participating in Electronic Delivery ensures you ***fast delivery*** of the most ***current Plan Notifications and Materials***, allowing more of your contributions to be spent on your benefits.

## How to Elect to Receive Plan Materials Electronically

As a plan participant you are entitled to important material explaining how your various benefits work. You have the option to receive this information electronically, and there are a lot of good reasons for doing so. Electronic delivery of plan documents is convenient, simplifies your recordkeeping, reduces paper clutter, ensures fast delivery, and allows more of your contributions to be spent on benefits by reducing printing and postage costs.

Getting started is easy. If you prefer to receive the various Summary Plan Description booklets, Summary of Material Modifications, and Notices electronically, sign, and return this form. You may withdraw your consent at any time by contacting the Fund Office at [benefitservices@carpenterfunds.com](mailto:benefitservices@carpenterfunds.com), or by calling (510) 633-0333 or Toll-Free (888) 547-2054.

Providing your email address for the receipt of mandatory disclosures is voluntary. If you provide your email address, mandatory disclosures will be sent via email.

Electronic Delivery of Plan Correspondence: 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, Notice of Plan changes, Explanation 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.

**Get started today by signing and returning this form to Carpenter Funds Administrative Office, PO Box 2280, Oakland, CA 94614.**

Name:	SSN or UBC ID:
Address:	
City, State, Zip:	
Phone Number:	Cell Number:
Email Address:	
Signature:	Date: