

CLEVELAND AND VICINITY  
**CARPENTERS' VACATION SAVINGS PLAN**  
3611 CHESTER AVENUE . CLEVELAND, OHIO 44114

**www.ohiocarpservoff.org**

TELEPHONE: 1-216-361-6190

TOLLFREE: 1-800-421-3959

FAX: 1-216-361-0142

I request the release of my Vacation Savings money for the current year. I understand that this Vacation Savings is withdrawn **WITHOUT INTEREST** prior to the normal distribution date provided in the Vacation Savings Trust Agreement.

Vacation releases **CANNOT** BE GIVEN AT THE TIME OF THE REQUEST. All requests must be filled out no later than **WEDNESDAY** OF EACH WEEK. Checks will be ready **FRIDAY** after **12:00 NOON**.

**PLEASE PRINT CLEARLY**

SOCIAL SECURITY NUMBER \_\_\_\_\_ LOCAL \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PLEASE INDICATE IF THE ABOVE IS A **NEW ADDRESS**: YES \_\_\_\_\_ NO \_\_\_\_\_

LIST CURRENT AND PREVIOUS EMPLOYERS:

EMPLOYER \_\_\_\_\_ MONTH WORKED \_\_\_\_\_

EMPLOYER \_\_\_\_\_ MONTH WORKED \_\_\_\_\_

AMOUNT REQUESTED \$ \_\_\_\_\_

PLEASE CHECK IF YOU WANT YOUR CHECK **MAILED** OR IF YOU WILL BE **PICKING IT UP** ON **FRIDAY AFTER 12:00 NOON**.

MAIL \_\_\_\_\_ PICK UP \_\_\_\_\_

**PLEASE SIGN:** \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

=====

**OFFICE USE ONLY**

DATE \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

CHECK# \_\_\_\_\_

MANUAL OR COMPUTER