TO: ALL EMPLOYERS
RE: REQUEST FOR EMPLOYER FRINGE BENEFIT CONTRIBUTION STATUS
FROM: Employer Services
E-MAIL: status@carpenterfunds.com

REMINDER
Status Letter Requests

1. We must receive a request in writing each time you need a Status Letter. For email requests, please use: status@carpenterfunds.com

2. DO NOT USE ATTACHMENTS – please provide the following information in the body of the email:
   a. Carpenter Trust Funds Account Number;
   b. Work month; and
   c. Your return fax number or email address.
   d. If you would like to have a copy of the status letter sent to a third party, provide the name of the contact and their fax number or email address.

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Approximate turnaround for Status Letter Requests: 36 HOURS

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NOTE: STATUS LETTERS WILL NOT BE ISSUED UNLESS REPORTS AND CONTRIBUTIONS FOR THE REQUESTED MONTH HAVE BEEN PROCESSED BY THE TRUST FUNDS.