



CARPENTER FUNDS ADMINISTRATIVE OFFICE
OF NORTHERN CALIFORNIA, INC.
265 HEGENBERGER ROAD, SUITE 100
OAKLAND, CA 94621

F I E L D S E R V I C E S

(510) 639-3977 TELEPHONE

(510) 562-5960 FAX

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

R E M I N D E R

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.

Approximate turnaround for Status Letter Requests: **36 HOURS**

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