

UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA
NEW YORK CITY & VICINITY DISTRICT COUNCIL OF CARPENTERS

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Vice President



INSTITUTED AUGUST 12TH, 1881

395 HUDSON STREET - 9TH FLOOR

NEW YORK, N.Y. 10014

PHONE: (212) 366-7500

FAX: (212) 675-3118

www.nycdistrictcouncil.com

MEMO

To: All Local Unions
From: Joseph Geiger, EST
Cc: Joseph Geiger
Matt Walker
David Stewart
Kristin O'Brien
Luis Cordero
Jillian Padula
Date: February 15, 2017
Subject: Change of Address Forms

Effective immediately the District Council and the Benefit Funds will **NO longer require that all change of address forms be notarized.** Members may continue to come in person and provide a valid photo ID to change their address. In addition, members will now have the ability to mail, fax, or email change of address forms along with a copy of a valid photo ID to the Benefit Funds.

Please discontinue the use of any old forms in your possession and replace them with the attached form.

The Benefit Funds will keep all original copies and will send a daily electronic file via email to the District Council. In turn, the District Council will keep all original copies it receives and will send a daily electronic file via email to the Benefit Funds. Both entities will initial the documents being sent to certify that the information has been updated in the respective database. Please note that once an address is updated in ULTRA it will automatically update in TRAIN (Carpenters Training Center system) within 24 hours.

Any change of address forms filled out by members at their Local Union office should be sent via email to CAlonso@nycdistrictcouncil.org with a carbon copy ("cc") to BTejada@nycdistrictcouncil.org Please ensure that all change of address forms are sent with copies of valid phot IDs.

If you have any questions regarding this change please contact the **District Council Change of Address Department at 212-366-7336.**