

# Northern California Soft Drink Industry and Teamsters Health & Welfare Trust

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4160 Dublin Blvd., Suite 400 ♦ Dublin, CA 94568  
Telephone (855) 690-7250 ♦ Fax (925) 833-7301

Dear Employer,

In an effort to assist the Trust Fund Office in properly enrolling all eligible employees in their respective benefit plans, certain demographic and contact information are required when contributions are first reported on their behalf. Without this required information, some of your employees may not be able to access care and have benefits in place at the time they first become eligible under the Plan.

The information needed anytime a new employee is first reported by a contributing employer must include the following:

- Name
- Address
- Social Security Number
- Date of Birth
- Sex

Your cooperation is vital to ensure that your employees can receive coverage and enroll eligible dependents in a timely matter.

If you have any questions or concerns, please do not hesitate to contact the Employer Contributions Department at the phone number listed above.

Sincerely,

The Trust Fund Office