



Providing Benefits to Oregon Homecare  
and Personal Support Workers

## Benefits Trust

<!\$MG\_Date>

<!\$MG\_Name>  
<!\$MG\_Addr1>  
<!\$MG\_Addr2>  
<!\$MG\_Addr3>

Dear <!\$MG\_Name>:

You are receiving this letter because you may be eligible for Paid Time-Off (PTO) benefits through the Oregon Homecare Workers Benefits Trust if you complete the steps described in this letter.

**You may be eligible for <!\$MG\_REMAININGHOURS> hours of PTO, or <!\$MG\_DOLLARBANKBALANCE>, based on your hours worked.**

In order to become eligible for PTO benefits, you must send the following enclosed documents to the Trust:

- A completed and signed **W-9 Form**
- A completed and signed **Designation of Beneficiary Form**

**PLEASE NOTE:** If you do not submit the above-described forms to the Trust Office by January 31<sup>st</sup>, you will not be eligible to receive PTO benefits for the prior year.

Enclosed are the documents to help you claim and receive your Paid Time Off benefit.

1. W-9 Form
2. Designated Beneficiary Form
3. PTO Benefit Request Form
4. PTO Frequently Asked Questions (FAQ)
5. Return Envelope

If you have any questions about the Paid Time Off benefit available under the Trust, please contact the Trust Office at 1-844-507-7554, option 3 and then option 2 or via email at [OHCWTPTO@bsitpa.com](mailto:OHCWTPTO@bsitpa.com)

*The benefits of the Homecare Workers Supplemental and Benefits Trusts were negotiated by SEIU Local 503 homecare and personal support workers through their bargaining team.*

P.O. BOX 6, MUKILTEO, WASHINGTON 98275

Trust Administration: 844-507-7554 fax: 866-459-4623 email: [OHCWT@bsitpa.com](mailto:OHCWT@bsitpa.com)

