



# SOUTHERN CALIFORNIA PIPE TRADES HEALTH & WELFARE FUND

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## ENROLLMENT CHECKLIST

### ADDING MY SPOUSE

- Original Marriage Certificate (Filed/Recorded)  
*Church Copies, Souvenir Copies, and Customer Copies are not acceptable.*
- Enrollment Form  
*Enrollment forms must be fully completed, including SSN or ITIN for spouse.*



### ADDING MY DOMESTIC PARTNER

- Original Registered Certificate of Domestic Partnership  
*Only State Certificates are acceptable, Certificates issued by the County of City are not acceptable.*
- Enrollment Form  
*Enrollment forms must be fully completed, including SSN or ITIN for domestic partner.*
- Form W-4  
*We only need the member's Form W-4.*

### ADDING MY CHILD

- Original Birth Certificate (Filed/Recorded)  
*Hospital Certificates are not acceptable. Paternity Tests or Adoption Orders are acceptable, if applicable.*
- Enrollment Form  
*Enrollment forms must be fully completed, including SSN or ITIN for dependents.*

### ORIGINALS, NOT PHOTOCOPIES?

All Certificates must be ORIGINALS with a seal or stamp. We cannot accept "Souvenir" Certificates from the Hospital or Church. You may bring your original certificates to a District Council No. 16 Local Union or to the Fund Office for verification. If you mail your originals to us, we will return them to you via Certified Mail.

### STILL HAVE QUESTIONS?



E-mail us at [info@scptac.org](mailto:info@scptac.org)



Call us toll free at 800-595-7473 (Option 2 for Members)



Visit us at 501 Shatto Place Suite 500, Los Angeles, CA 90020