



## ***Notice of Electronic Disclosure and Consent Form***

The Steamfitters' Industry Fund Office encourages all Employers to go green! If you have a work or home email address, you can opt to receive your employer related information electronically.

### **Here's how it works:**

- When you consent to electronic disclosure, you will receive an e-mail notification when new documents have been generated regarding your employer account. Some of these documents will be posted to the Internet site at [www.steamfitters.com](http://www.steamfitters.com).

### **Employer notices are:**

- Billing Statements
- Interest Letters
- Payment Vouchers
- Bonding Notices
- Correspondence

To view notices, you can go directly to the Internet location above, or simply click the links provided in your notification e-mail.

### **Prior to consenting, you should understand:**

**Signature required:** To receive notices electronically, you must sign the Consent to Electronic Disclosure form provided.

**Access:** If you do not have access to the Internet you should not consent.

**Withdrawal of Consent:** You have the right to withdraw your consent to electronic distribution at any time at no charge. To withdraw consent, you must notify the Fund Office in writing or send an e-mail to [FundOffice@steamny.com](mailto:FundOffice@steamny.com).

**Paper Version of a Document:** If you consent to electronic distribution, you may still request a paper version of any document free of charge. Some documents are available on the Internet as PDF files.

**Updating Your Email Address:** To update your email address for receipt of electronically furnished Employer notices, you must notify the Fund Office via email or in writing.

**Hardware and Software Requirements for Accessing and Retaining Documents:**

Electronic notifications can be received at any valid email on file at the Fund Office. For optimal performance ensure that your computer has the latest version of Adobe Acrobat installed. Please use Firefox or Google Chrome to access the website.

**Consent to Electronic Disclosure**

We consent to the electronic disclosure of all **Employer** notices.

We acknowledge that we have read the "Notice of Electronic Disclosure" and understand that we are entitled to withdraw our consent to receive **Employer notices** electronically at any time. We understand that we can receive a paper copy of all Employer notices upon request at no charge. We also confirm that we have the ability, necessary hardware and software to access the Employer Internet site to view the documents and print copies.

We acknowledge that it is our responsibility to advise the Fund Office of any changes to our email address and we agree to advise the Fund of any such changes.

Our e-signature below serves as a valid authorization to receive Employer notices electronically. By submitting this document to the Steamfitters' Industry Fund Office, we agree to be notified of **Employer notices** via e-mail. Our e-mail signature below serves as an agreement to the terms of the Electronic Disclosure policy.

Employer (Print): \_\_\_\_\_

Principal: \_\_\_\_\_

E-Signature: \_\_\_\_\_

Date: \_\_\_\_\_ E-mail: \_\_\_\_\_

Co.telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please return form to:**  
**Steamfitters' Industry Fund Office**  
**27-08 40<sup>th</sup> Ave 2<sup>nd</sup> Floor**  
**Long Island City, NY 11101**