

CCC Transaction Submission Cover Sheet

Instructions: Please send this completed cover sheet and your entire completed vendor transaction document(s) to CCC to obtain Plan Administrator Authorization.

Please note that **Loans and **Hardship** Distributions require a CCC form and supplemental documentation to be remitted in addition to the vendor forms, these documents are available at ncompliance.com.*

Transactions may be sent via fax (if acceptable by the vendor) to **503-968-7802** or by mail to CCC at the following address:

Carruth Compliance Consulting, Inc.
11515 SW Durham Road, Suite E-10
Tigard, OR 97224-3476

Please contact CCC at 503-968-8961 if you have any questions.

Please provide the following information:

Participant's Name: _____

Phone Number(s): _____

Email Address: _____

Employer: _____

SSN: _____ Date of Birth: _____

Advisor Name (if applicable): _____

Advisor Phone Number (if applicable): _____

Please provide any instructions such as "fax to my vendor" or "please mail to my vendor" along with the pertinent information (fax numbers, addresses) to facilitate your instruction in the space below.
