

## CCC Transaction Submission Cover Sheet

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

*\*Please note that Loans and Hardship Distributions require a separate CCC form and supplemental documentation to be remitted in addition to the vendor forms, these documents are available at [ncompliance.com](http://ncompliance.com).*

Transactions may be sent via fax (if acceptable by the vendor) to **503-968-7802**, transactions may be securely uploaded to our website at **<https://www.ncompliance.com/upload.aspx>**, or transaction may be mailed 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.

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**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.**

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