

IMPORTANT NOTICE

NATIONAL ROOFING INDUSTRY PENSION FUND

Please be advised that many of the administrative processing functions have moved from Administrative Services, Inc.'s Miami office to Administrative Services, Inc.'s Atlanta office.

Should you or a Plan participant need to contact Administrative Services, Inc. by telephone you and or the Plan participant should continue to use (800) 595-7209, which has been routed to the Atlanta office. Some of you may have been using (800) 749-1858, which you may continue to use and this number has also been routed to the Atlanta office.

Even though the telephone numbers have not changed the options to reach specific departments have changed. The new options will include employer reports and remittances, general questions, address and or direct deposit changes, missing checks and the status of your benefit application. It is important that callers listen to the options so the call can be routed properly.

The mailing address for the Atlanta office is noted below and can be used for all correspondence except for employer reports and remittances.

**National Roofing Industry Pension Plan
c/o Administrative Services, Inc.
2187 Northlake Parkway, Suite 106
Tucker, GA 30084**

ALL EMPLOYER REPORTS AND REMITTANCES SHOULD CONTINUE TO BE MAILED TO THE ADDRESS NOTED ON THE EMPLOYER REPORT.

Should an occasion arise where you feel you need to speak to management personnel you may contact Karen Hubbard at extension 5011 or Charlotte Mari at extension 5002 in the Atlanta office using the numbers noted above or you may contact Elizabeth Bush in the Miami office by dialing toll free (877) 493-4142 at extension 1005.