

GENERAL INSTRUCTIONS

This form must be prepared each month.

Contributions are required on each hour worked or paid for: **Note:** All rates indicated subject to change.

Example 1

Employee works 20 hours (18 straight and 2 overtime)

Vacation/Dues	20 hours @ 3.60 = \$72.00
Pension	20 hours @ 5.25 = \$105.00
Apprenticeship	20 hours @ 0.64 = \$12.80
Health & Welfare	20 hours @ 4.26 = \$85.20
Industry	20 hours @ 0.07 = \$1.40
C.C.C.	20 hours @ 0.20 = \$4.00
C.A.F.	20 hours @ 0.07 = \$1.40

Example 2

18 hours @ 3.60 = \$64.80
18 hours @ 5.25 = \$94.50
18 hours @ 0.64 = \$11.52
18 hours @ 4.26 = \$76.68
18 hours @ 0.07 = \$1.26
18 hours @ 0.20 = \$3.60
18 hours @ 0.07 = \$1.26

Example 3

2 hours @ 3.60 = \$7.20
2 hours @ 5.25 = \$10.50
2 hours @ 0.64 = \$1.28
2 hours @ 4.26 = \$8.50
2 hours @ 0.07 = \$0.14
2 hours @ 0.20 = \$0.40
2 hours @ 0.07 = \$0.14

For computing contributions to Construction Laborers Vacation Fund: Indicate the total hours reported on all sheets. When you make the legal deduction for such items as withholding taxes, social security, unemployment disability insurance, etc., from an employee's wages, the contributions payable to this Fund for vacation should be included in the employee's total wages for tax purposes. After the various deductions have been made, then the FULL AMOUNT of the vacation contributions should be retained by you for transmittal to the bank on a monthly basis.

Example:	Employee's gross pay, 40 hours	\$425.20	Distribution of	\$569.20
	Vacation Fund, 40 hours @ 3.60	\$144.00	To Employee	\$463.13*
	Total on which taxes deducted	\$569.20	Deductions for various taxes	\$100.07*
			Amount transmitted for Vacation Fund	\$144.00

*These figures will vary with individual employees, depending upon number of dependents.

Reports are due on the 15th of the month following the month when the hours were worked and must be **received** at the bank no later than the 20th to avoid liquidated damages (even if there were no employees to report) for delinquent reporting.

INSTRUCTIONS CONCERNING PARTICULAR ITEMS OF THIS REPORT

- Item 1. **REPORT FOR PERIOD:** A report should cover a month's time; however, in order to avoid splitting a pay week, any weekly pay period (7-days) including 4 or more days of a given calendar month, may be reported in that month. Do not combine two months on the same sheet.
- Item 2. Compute the amount of contribution due by multiplying the total number of hours for each employee classification by the composite contribution rate. **MAKE ONE CHECK FOR THE AMOUNT OF THE SUM OF ALL CLASSIFICATIONS. DO NOT DEDUCT CLAIMED REFUDNS OF ANY TYPE OR TAKE ANY CREDITS FOR HOURS ERRONEOUSLY REPORTED TO THE TRUST. ALL CREDITS AND REFUNDS MUST BE PREVIOUSLY AUTHORIZED BY THE TRUST FUND OFFICE. REQUESTS FOR REFUNDS AND CREDITS MUST BE IN WRITING.**
- Item 3. **EMPLOYEE'S NAME:** Use the name which you use for reporting the employee's unemployment and social security taxes to the State and Federal Governments. Accuracy in name and initials is important in case an employee works for more than one contractor. If each contractor reports the name incorrectly, the employee may not receive proper credit.
- If all employees' names cannot be listed on one page, please use continuation sheets of the same form by making additional copies of the form.
- Item 4. **SOCIAL SECURITY NUMBER: IT IS ESSENTIAL THAT SOCIAL SECURITY NUMBERS ARE GIVEN FOR EACH EMPLOYEE.**
- Item 5. List those hours for which you are obligated to make contributions.
- Item 6. Be sure to number each page of your report.