

NORTHERN CALIFORNIA PIPE TRADES TRUST FUNDS FOR UA LOCAL 342

935 Detroit Avenue, Suite 242A, Concord, CA 94518-2501 • Phone 925/356-8921 • Fax 925/356-8938
tfo@ncpttf.com • www.ncpttf.com



May 2018

To: All Employers
From: Northern California Pipe Trades Trust Funds for UA Local 342
RE: Employer's Contribution Report (ECR) Forms – April 2018 hours

EMPLOYEE RATES AND JOB CLASSIFICATIONS ON ECR FORM

The ECR Forms sent to you each month are based on rates, dispatches and notifications received from UA Local 342. We are required to process Employees' hours/contributions based on this information. If you believe there is a discrepancy with your records and the ECR Forms, please contact our office immediately for assistance. If we receive ECR Forms with incorrect rates or job classifications, processing may be delayed. If you need further clarification from UA Local 342, please contact Linda Pascoe at 925/686-5880.

DUE DATE AND DELINQUENT DATE BASED ON RECEIPT AT BANK NOT POSTMARK



As a reminder, reports and contributions are due and payable at the bank by the 15th of the month following the work month and are delinquent if not received at the bank by the 22nd. Failure to report and pay timely or issuance of a non-sufficient funds check, will result in assessment of Liquidated Damages and Interest Charges. Receipt at the bank is what determines when your contributions were "received"; the postmark is not a factor. Please be mindful and allow sufficient time for mail service and delivery. **The mailing address is provided on the reverse side of the ECR Forms for your reference.**

WIRE TRANSFER OR ACH YOUR MONTHLY CONTRIBUTION PAYMENT



We accept Wire Transfers and ACH payments as a form of payment for contributions. If you would like to submit your payment via Wire Transfer or ACH, contact us at 925/356-8921 Option 5 or via email at tfo@ncpttf.com.

THANK YOU!



Thank you for submitting your monthly reports and contributions timely. We appreciate your assistance in timely submission and encourage you to submit your monthly reports and contributions early when possible.

We also appreciate your time and effort regarding reporting questions and changes. You may have received phone calls or correspondence regarding your reports. As indicated in prior notices, due to Auditing Guidelines, we are required to request additional information if your reports are incomplete. We sincerely appreciate your efforts and ongoing compliance.

BE CAUTIOUS WHEN SENDING EMAILS



We request that any emails and attachments sent from your office which contain your employees' personal information be encrypted or the information redacted. Our office is able to identify Plan Participants based on their first initial, last name and the last four digits of their Social Security Number; therefore, the use of a full Social Security Number is unnecessary.

As required by HIPAA, ERISA, and California Privacy Law, the Plan has a legal obligation to protect the privacy of our Plan Participants. In accordance with California Civil Code 1798.81, **businesses are encouraged to safeguard personal information of California residents, and to protect such information from unauthorized access and disclosure. The use of a name or partial name and full Social Security Number falls under the category of personal information.**

For further information on the safeguarding of personal information, please refer to the California Office of Privacy Protection's "Recommended Practices on Protecting the Confidentiality of Social Security Numbers" which provides businesses with guidelines for safeguarding Social Security information, including email encryption. Their website is located at: www.privacy.ca.gov.

If you have any questions, please contact the Employer Compliance Department at 925/356-8921 Option 5 or via email at tfo@ncpttf.com. Thank you.