

NORTHERN CALIFORNIA PIPE TRADES TRUST FUNDS FOR UA LOCAL 342

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August 2018

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

***** IMPORTANT CHANGES TO THE ENCLOSED ECR FORMS *****



ANNUAL RATE CHANGES EFFECTIVE July 1st – Dispatches not issued

Most contracts changed effective with July hours. Contact UA Local 342 at 925/686-5880 for updated Wage & Fringe Benefit Schedules. New dispatches were not issued; however, the enclosed ECR Forms have been updated to reflect the new rates. Please contact our office regarding any discrepancies prior to submitting your ECR Forms.



APPRENTICE ADVANCEMENTS EFFECTIVE July 1st

Apprentices were dispatched if they advanced to the next level. The enclosed ECR forms have been updated to reflect their new classification. Please contact our office regarding any discrepancies prior to submitting your ECR forms.

To avoid processing delays and errors, it is important to first contact our office regarding incorrect classifications prior to submitting your ECR forms.

SPLIT REPORTING – Additional June Hours

If you are reporting additional hours for June due to a rate change or an apprentice advancement, submit TWO SEPARATE ECR Forms – one with the additional **June hours** and one with **July hours**. Each ECR Form must be clearly labeled with the **work month** and the **correct rates**. If you need additional ECR Forms or assistance, please contact our office. We have copies of June reporting Forms that can be emailed or faxed to you.

EMPLOYEES WITH NO HOURS OR NO LONGER EMPLOYED



If an Employee did not work during the month, yet is still employed, note your report with a “0” in the hours column and indicate the reason no hours are being reported. If an Employee is no longer employed, draw a single line through their name and Social Security Number and note your report with a “T” and the employee’s last day worked. **Example: XXX-XX-1234 SMITH, J T- 2/15/16. You may also provide a separate list detailing this information.**

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 (you are urged to at least contribute 401(k) deferrals by the 15th business day).* 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.**

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.