

# NORTHERN CALIFORNIA PIPE TRADES TRUST FUNDS FOR UA LOCAL 342

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November 2018

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

## HOLIDAYS – SUBMIT YOUR ECR FORMS TIMELY



Our Office, UA Local 342, and the Credit Union Office will be closed on **November 12<sup>th</sup>** in observance of Veteran's Day and **November 22<sup>nd</sup> and 23<sup>rd</sup>** in observance of Thanksgiving. Please keep this in mind and allow sufficient time for mail service and delivery to the bank. As a reminder, *reports and contributions are due and payable at the bank by the 15<sup>th</sup> of the month following the work month and are delinquent if not received at the bank by the 22<sup>nd</sup> (you are urged to contribute at least the 401(k) deferrals by the 15<sup>th</sup> 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. **The mailing address is provided on the reverse side of the ECR for your reference.**

## REPORTING CONTRIBUTIONS TO THE CORRECT UA LOCAL



Please be mindful when reporting contributions for employees who may be working in more than one jurisdiction. Our office is required to bill for contributions based on dispatches received from UA Local 342. We do not utilize job information/location for billing purposes. Please contact UA Local 342 at 925/686-5880 if you believe you may have received a dispatch in error or are unsure as to which UA Local contributions should be reported.

## GENERAL REMINDERS/TIPS



**All hours must match** when reporting Credit Union Deductions (CU), Health Reimbursement Account (HRA) and Supplemental 401(k) Retirement contributions. The number of reportable hours is the same number of hours you report for Dues Check-off.

If you are receiving ECR Forms but **do not have any UA Local 342 employees** working for you at this time, you may request to suspend your account by contacting our office. If you hire a UA Local 342 employee in the future, your account can be reactivated by contacting UA Local 342 at 925/686-5880.

## BE CAUTIOUS WHEN SENDING EMAILS



We request that any emails and attachments sent from your office that 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](http://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](mailto:tfo@ncpttf.com). Thank you.**