

# NORTHERN CALIFORNIA PIPE TRADES TRUST FUNDS FOR UA LOCAL 342

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February 2019

To: All Employers  
From: Northern California Pipe Trades Trust Funds for UA Local 342  
RE: Employer's Contribution Report (ECR) Forms – January 2019 hours

## \*\*\*\*REMINDER\*\*\*\*

As an Employer it is your responsibility to report all hours worked and paid accurately. Deductions taken out for Credit Union, 401(k) and additional HRA must be remitted in full. By returning the enclosed ECR form the Employer certifies under the penalty of perjury that the information contained herein is correct, that all hours worked or paid during the period covered are reported herein. Failure to pay the full amount will result in the assessment of liquidated damages and other potential penalties.

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

#### Supplemental 401(k) Retirement/ Health Reimbursement Account (HRA) and/or Credit Union Deduction (CU) Classifications Effective January 1<sup>st</sup>

The enclosed ECR Forms have been updated to reflect any classification changes for eligible employees. Dispatches were issued by UA Local 342. Contact our office regarding any discrepancies prior to submitting your ECR Forms.



#### Apprentice Advancements Effective January 1<sup>st</sup>

Apprentices were re-dispatched if they advanced to the next level. The enclosed ECR Forms have been updated to reflect the new classification(s). Contact our office regarding any discrepancies prior to submitting your ECR Forms. You may be referred to UA Local 342.

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

#### SPLIT REPORTING – Additional December Hours

If you are reporting additional hours for December due to a rate change and/or an Apprentice advancement, submit TWO SEPARATE ECR Forms – one with the additional December hours and one with January 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 December reporting Forms that can be emailed or faxed to you.

#### HOLIDAY / FEBRUARY IS A SHORT MONTH – SUBMIT YOUR ECR FORMS TIMELY



Our Office, UA Local 342, the Credit Union Office, and the bank will be closed on **February 18<sup>th</sup>** in observance of the Presidents' Day holiday. Also, February is a short month. 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 timely 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.**

#### EMPLOYEES WITH NO HOURS / NO LONGER EMPLOYED



If an Employee did not work during the month, yet is still employed, denote with a "0" in the hours column and indicate the reason for no hours being reported. If an Employee is no longer employed, draw a single line through their name and Social Security Number and list "T" and the employee's last day worked. **Example: XXX-XX-1234 SMITH, J T- 2/15/18. You may also provide a separate listing detailing this information.**

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.