# IUOE BENEFIT FUNDS OF EASTERN PENNSYLVANIA & DELAWARE

## C-BRANCH EMPLOYERS INSTRUCTIONS – ITEM BY ITEM PREPARATION OF THE REPORTING FORM

**Item 1:** Last work day or last day of the calendar month.

**Item 2:** Provide employee's full name, including Jr., Sr. where applicable

**Item 3(a):** Provide EMPLOYEE'S SOCIAL SECURITY NUMBER.

**Item 3(b):** DISTRICT WHERE EMPLOYMENT OCCURRED MUST BE IDENTIFIED. See reverse for detailed instructions regarding district.

**Item 4(a):** Report ALL hours for which payment has been made during the period covered by this report.

**Item 4(b):** Report total compensation paid, including overtime.

**Item 5:** *When indicated,* this column is applicable to "DUES ONLY" contractors. All member entries are to be listed in Column 5, and are to be accompanied by Gross Wages in Column 4(b). Total dues are to be entered on Line 11 of the Contribution Calculation section of the form.

**Item 6:** Enter monthly Welfare contribution for each employee unless calculated at a percentage of gross wages, in accordance with the terms of your Contractual Agreement.

**Item 7(a):** N/A

**Item 7(b):** N/A

**Item 7(c):** N/A

**Item 7(d):** N/A

**Item 7(e):** N/A

**Item 7(f):** N/A

**Item 8(a):** Two columns, 8(a) and (b) are provided for multiple rate calculations. Column 8(a) and/or 8(b) hours should equal the total hours in 4(a). *Applicable only if you contribute into the IUOE Local 542 Annuity Fund according to the terms of your Contractual Agreement.*

**Item 8(c):** Multiply the hours in columns 8(a) and/or 8(b) times the appropriate annuity rate specified in your Contractual Agreement, if applicable. Enter total annuity amounts in column 8(c). *Applicable only if you contribute into the IUOE Local 542 Annuity Fund according to the terms of your Contractual Agreement*

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**Item 9:** N/A

**Item 10:** Calculate as indicated to arrive at remittance amounts of Joint Funds, Welfare and Annuity requirements. Make *separate check* payable to "JOINT FUNDS-ENGINEERS E. PA & DE".

**Item 11:** Calculate as indicated to arrive at remittance amounts. Make *separate check* payable to 'IUOE LOCAL 542".

**Item 12:** N/A

**IMPORTANT!!!**

Please note that column 3(b), labeled District, appears on the Remittance Form. As listed below**, there are five (5) different geographical districts that fall within the Union's geographical jurisdiction.

Pursuant to <u>FEDERAL COURT ORDER</u>, you as a reporting Employer are REQUIRED TO REPORT ALL HOURS BY THE GEOGRAPHIC DISTRICT IN WHICH THE HOURS ARE WORKED.

For example, if during the entire reporting period all hours worked by a given individual are worked within District 1, you need simply insert the number "1" in the District column. If, however, the individual works within more than one of the geographical districts during the month being reported, then you must report and separately list the hours actually worked in each district.

For example, if Operator John Smith works in District 1 and District 5 during a given reporting period, then these hours must be entered as illustrated below:

| 2.<br>Employee Name | 3(a) Social Security<br>Number | 3(b)<br>District | 4(a)<br>Hours | 4(b)<br>Gross Wages |
|---|---|---|---|---|
| J. Smith | 123-45-6789 | 1 | 117 | 1989.00 |
| J. Smith | 123-45-6789 | 5 | 48 | 816.00 |

**<u>District 1</u>**     Encompasses the Pennsylvania counties of Bucks, Chester, Delaware, Montgomery and Philadelphia.

**<u>District 2</u>**     Encompasses the Pennsylvania counties of Berks, Carbon, Lehigh, Northampton, and Schuylkill.

**<u>District 3</u>**     Encompasses the Pennsylvania counties of Bradford, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Wayne and Wyoming.

**<u>District 4</u>**     Encompasses the Pennsylvania counties of Adams, Colulmbia, Cumberland, Dauphin, Juniata, Lancaster, Lebanon, Lycoming, Montour, Northumberland, Perry, Snyder, Tioga, Union and York.

**<u>District 5</u>**     Encompasses the State of Delaware.

NOTE:    If remitting payment for a shortage on a previous monthly report, please attach a copy of the request for payment, or an explanation of the remittance, so that proper credit may be given.