



P.O. BOX 34530 IS THE ADDRESS OF A DEPOSITORY ACCOUNT, ADMINISTERED BY A LOCAL BANK, WHICH HAS AUTHORITY ONLY TO RECEIVE UNCONDITIONAL REMITTANCES ON ACCOUNT.

**INSTRUCTIONS FOR COMPLETION OF EMPLOYER REMITTANCE REPORT**

- Your report is to be submitted monthly and must include the payroll for the period closing nearest the first of the month.
- If no employees of the type covered by the collective bargaining are to be reported, report "NONE".
- Add employees working this month but not pre-listed. Report zero hours for employees listed but not employed.
- Residential and Commercial hours must be reported under separate accounts. Call Employer Accounting at the Trust Office (206) 441-6514 if you need to set up a separate account.
- Please notify the Trust Office when a Project Agreement job is complete. Failure to do so will show a delinquent status on your account.

Column 1 - Employee Name, last name, first name and middle initial.

- Some labor agreements call for no retirement contributions for 1st term apprentices, drywall/lather utilitymen, etc. Place an asterisk (\*) near the name if this employee is exempt from retirement fund contributions.

Column 2 - Employee's Social Security Number.

Column 3 - Compensable Hours.

- Contributions are due on each compensable hour for health and security, retirement, vacation, apprenticeship training, industry and the Washington Construction Industry Substance Abuse Program (WCISAP) funds at the rates shown in the lower right section of the front side of this form.
- In computing compensable hours, include all paid time including overtime hours for the report period.

Column 4 - Union dues deducted.

- Union dues are deducted from carpenter's pay, net after taxes.
- Carpenter foremen, general foremen, or superintendents are charged using the journeyman carpenter taxable hourly wage rate.
- Union dues deductions are calculated by multiplying the applicable dues rate (%) times the taxable hourly wage rate (\$) to determine the dues cents per hour for each carpenter (rounded to the nearest cent).
- Multiply the dues cents per hour times the number of reportable hours to determine the proper union dues deduction.
- If you have questions about how to compute and/or report union dues deductions, please contact the Pacific Northwest Regional Council of Carpenters at (800) 573-8333 or (206) 248-8003.

Column 5 - Supplemental Contribution Amount

- Supplemental contribution rate may be obtained from the carpenter dispatch slip, supplemental contribution enrollment form or by calling the trust administrative office at (206) 441-6514 or (800) 552-0635.
- Multiply the hourly supplemental contribution rate for each carpenter by the number of compensable hours.
- Supplemental contributions are made to the Individual Account Pension Plan. This Plan is qualified under IRC§401 (a). Contributions to the Individual Account Pension Plan are generally not subject to FICA, FUTA, or Federal Income Tax withholding.

Example:

During the month of June, John Smith works 4 days as an 8<sup>th</sup> period apprentice at \$22.80/hr (\$24 x .95). He elects a supplemental contribution of \$1 per hour. He is promoted to journeyman and works the rest of the month at \$24.00/hr. Jim Jones works 150.5 hours as a journeyman and elects a supplemental contribution of \$2 per hour. Their hours, dues and supplemental contribution information would be reported as follows:

(Column 1)			(Column 2)	(Column 3)	(Column 4)	(Column 5)	TRUST USE ONLY
EMPLOYEE NAME (Please print or type)			SOCIAL SECURITY NUMBER	COMPENSABLE HOURS	UNION DUES DEDUCTED **	SUPPLEMENTAL CONTRIBUTION AMOUNT ***	
Last Name	First	Initial					
Jones	Jim		222-22-2222	150.5	\$138.46	\$301.00	
Smith	John	Q	555-55-5555	32.0	\$28.16	\$32.00	
Smith	John	Q	555-55-5555	128.0	\$117.76	\$128.00	

$(*.0385 \times *\$24/\text{hr}) \times 150.5 \text{ hours} = \$138.46$

$*\$24/\text{hr} \times 95\% = 22.80/\text{hr} \text{ (8}^{\text{th}} \text{ period apprentice)}$   
 $(*.0385 \times *\$22.80/\text{hr}) \times 32 \text{ hours} = \$28.16$

$(128 \text{ hrs} \times \$1/\text{hr}) = \$128.00$

$(*.0385 \times *\$24/\text{hr}) \times 128 \text{ hours} = \$117.76$

*\*Wage and applicable dues rates vary between your collective bargaining agreements*

WCISAP - The AGC of Washington has implemented a substance abuse program to be funded starting with June 2004 work hours. The program will be run as a 501(c)(9) Trust Fund. The name of the program is The Washington Construction Industry Substance Abuse Program. The administrator is CleanWorkForce, a subsidiary of WPAS, Inc. and can be reached at (800) 732-1121.

**EMPLOYER CONTRIBUTIONS ARE REQUIRED BY THE FOLLOWING COLLECTIVE BARGAINING AGREEMENTS**

WESTERN AND CENTRAL WASHINGTON AREA AGREEMENT

SEATTLE AND WESTERN WASHINGTON HOME BUILDING AGREEMENT

LATHING, ACOUSTICAL, DRYWALL AGREEMENT

AND OTHERS AS APPLICABLE