

INSTRUCTIONS

- 1) If this is your initial Report Form for a particular Local, please enter the Local Union number where the work was performed, and the month / year you are reporting. The Fund Office will assign / enter the employer number, contract number, reference number, and due date. All of the above information will be preprinted by the Fund Office on subsequent reports.
- 2) Please enter your business phone number, the geographic location of the work (city, county, state), the type of Agreement (Building, Heavy and Highway, etc.). If no laborers and / or other reportable employees were employed during the report period, please check the box "No Laborers Working This Month". If you do not anticipate hiring any further employees from this particular Local, please check the box marked "Final Report", and the Fund Office will discontinue sending you a Report Form for this particular Local. It is your responsibility to notify the Fund Office if / when you begin working again in this particular Local (or another Local).
- 3) If this is your initial report, please enter the social security numbers and names of the employees for whom you are reporting contributions. Subsequent Report Forms will be preprinted to the extent that the names of the employees for whom you reported for the previous period will be listed. It is your responsibility to indicate any corrections and / or additions thereto.
- 4) Please enter the total hours subject to the payment of contributions, including all straight and all overtime hours, in the respective columns. Please refer to your Collective Bargaining Agreement, Union Contract, or contact the Fund Office if you have any questions regarding the reporting of overtime hours/contributions.
- 5) Please calculate the column totals and transfer the same to the appropriate section of the Report.
- 6) Please make one payment for the annuity fund contributions payable to the "Central Laborers' Fringe Benefit Account".

Payments should be sent to:

Central Laborers' Annuity Fund
PO BOX 1267
JACKSONVILLE, IL 62651

All other contributions should be sent to the appropriate Local Union / District Council / Fund Office with a separate payment.

- 7) Please sign and date the Report Form in the designated area. **UNDERSIGNED REPORTS WILL NOT BE ACCEPTED.**

SPECIAL NOTES

- A. All contributions are due by the 15th of the month following the month in which the work was performed. All late reports will be subject to the assessment of Liquidated Damages in accordance with the Annuity Fund's trust agreement.
- B. The Fund Office may not accept contributions from and on behalf of anyone who is a "contributing employer". Accordingly, an individual cannot report contributions on behalf of himself / herself if said individual is an owner of a sole proprietorship and / or a partner in a partnership. An officer and / or stockholder (having direct or indirect controlling interest) of a corporation may be eligible to participate as a non-bargained employee. Such participation on behalf of a non-bargained employee must be pursuant to a separate participation agreement with the Funds and you may contact the Fund Office to obtain the applicable information.
- C. The Central Laborers' Annuity Fund does not accept employee contributions. All contributions to the Annuity Fund must be employer contributions.
- D. As per the Fund Office Refund Policy, certain overpaid contributions are refundable to the employer. Notify the Fund Office in writing as to any / all overpaid contributions. Be sure to enclose documentation supporting your position. You will be notified as to whether your request has been approved / denied and the manner by which payment will be made. Do not use overpaid contributions as a credit to your future Report Forms without prior Fund Office authorization to do so.

Thank you for your cooperation!