



---

## **Laborers Funds Administrative Office of Northern California, Inc.**

5672 Stoneridge Drive, Suite 100, Pleasanton, CA 94588

Employer Services Direct Line: 707-863-3480 or 800-244-4530

---

# **Audit Cancellation Fee**

## **When Fees Apply:**

The employer is responsible for audit, travel, or related costs in the following situations:

- If the employer cancels a scheduled audit on the day of the audit and the auditor cannot schedule another audit for that same day, the employer is responsible for the audit costs.
- If the employer cancels an audit that requires the Payroll Auditor to travel far enough to require an overnight stay, the employer is responsible for all travel and audit costs.
- If the employer requires the Payroll Auditor to travel outside California for any part of the payroll audit, the employer is responsible for the costs associated with that out-of-state travel.
- If the employer reschedules the audit more than twice without a reasonable explanation, the employer is responsible for any resulting audit costs.
- if the auditor cannot complete a scheduled audit because the employer failed to provide documents requested by the Fund Office, and an additional day is needed to finish the audit, the employer is responsible for all additional audit cost.