



# LFAO IS MOVING TO PLEASANTON

## LATE FALL 2021



5672 Stoneridge Drive  
Suite 100  
Pleasanton, CA 94588

Should you have any questions, please  
contact the Trust Fund Office Employer  
Services Department at 707-863-3480.

### IMPORTANT REMINDER:

- Starting in October, please make sure that all documents being mailed to LFAO are sent to the new address mentioned above or to:  
**PO Box 882913, San Francisco, CA 94188-2913.**

*\* For quick access to our new office location and directions, scan the QR code above by simply using your camera app on your iPhone or Android device.*

## Discrepancy & Liquidated Damages Statements:

10<sup>th</sup> - 12<sup>th</sup> of each month

## Employer Reporting Forms:

23<sup>rd</sup> - 25<sup>th</sup> of each month

## Delinquency Notices:

22<sup>nd</sup> - 25<sup>th</sup> of each month

### Employer Services Phone Menu

When calling our department phone number, **707-863-3480**, you can choose from the following menu options:

- Web Portal - 1
- Audit - 3
- Liquidated Damages - 5
- Delinquency - 2
- Reciprocity - 4
- All other inquiries - 6

### Delinquency Notice

Employer contributions are due the 15th each month. If the monthly contributions or reports are not received or postmarked by the 25th, contributions are considered delinquent. Each month, as the 25th nears, the Fund will issue a Delinquency Notice that lists the report period missed.

If you receive a Delinquency Notice, but are certain that the report was mailed on time, the report and notice likely crossed in the mail. If this is the case, call the Employer Services department to confirm receipt of your report.

If you did not employ any Laborers for the period listed on the Delinquency Notice, simply sign it where indicated and return to the Fund Office via mail or fax **707-864-5856**.

If your report is not yet mailed, please do so immediately. Remember, contributions received late are subject to liquidated damages and interest. To avoid a Delinquency make certain that the contribution form and report are submitted on time and completed accurately.

### Completing Your Contribution Form

#### Do:

- Use Contribution Report Form mailed to you
- Submit contribution report if you have NO hires for the month
- Write laborers' SSNs and DOBs clearly
- Inactivate the mailing of reporting forms if no longer employing laborers
- Verify contribution columns added accurately
- Mail contribution reports/payment to BANK
- Report prior month adjustments on separate sheet and send it to the Trust Fund Office.

#### Do Not:

- Copy a previous report to use; it has a unique number that is only valid once. If you need to report additional hours for a previous period or need a supplemental report, contact the Trust Fund Office.
- Create your own report for submission - rather use the one sent to you by the Trust Fund as it has a unique identifying number.
- Send payment by certified mail

### Reporting requirements under Section 28A of the Laborers Master Agreement

If any of your employees are no longer performing covered work within the recognized jurisdiction of the Northern California Laborers Master Agreement and your collective bargaining agreement and your company desires to continue coverage on their behalf please contact the Laborers Local Business Manager in your area to identify names and classifications of any such participating individuals and execute a supplemental participation agreement with that information. Contributions on behalf of supervisory personnel above the rank of foreman are allowed under the provisions of the Laborers Master Agreement as identified in Section 28A.

In coordination with your Local Union Business Manager, written notification of your classification changes in personnel will need to be provided to the Laborers Administrative Trust Funds Office in order that appropriate reporting forms may be provided to your company. If you have any questions please contact the Northern California District Council of Laborers or your Local Business Manager. Review the diagram on the next page for more information.

# Need Assistance or Have a Question?

Employer Service Help Desk  
is here to help.



## Employer Online Support Services

To access the Support Service (Help Desk), [click here](#).

### Amenities

- Request Status Letters
- Employer Portal Assistance
- Assistance with submitting Contribution Reports
- Reciprocity Questions
- Subcontracting Requirement
- Reporting status

Need assistance logging in?

Please contact Leilani Allen (707) 366-7270

Logging in instructions: [click here](#)





## Moving from Paper Reports to Online Reporting

Convenient   \*   Eco-Friendly   \*   Secure

- Log on anywhere and anytime.
- Spend less time working on paper reports. The portal decreases the chance of errors and dealing with cumbersome calculations.
  - Keeps a history of your records in chronological order.
  - No more need for paper reports.
- No need to mail in checks. Portal accepts EFT & ACH options.
  - Safeguards accounts information.

Contact the Office and ask to speak to one of our Portal Analyst for an  
Invitation Code and Brief Instructions:

(707) 863-3480

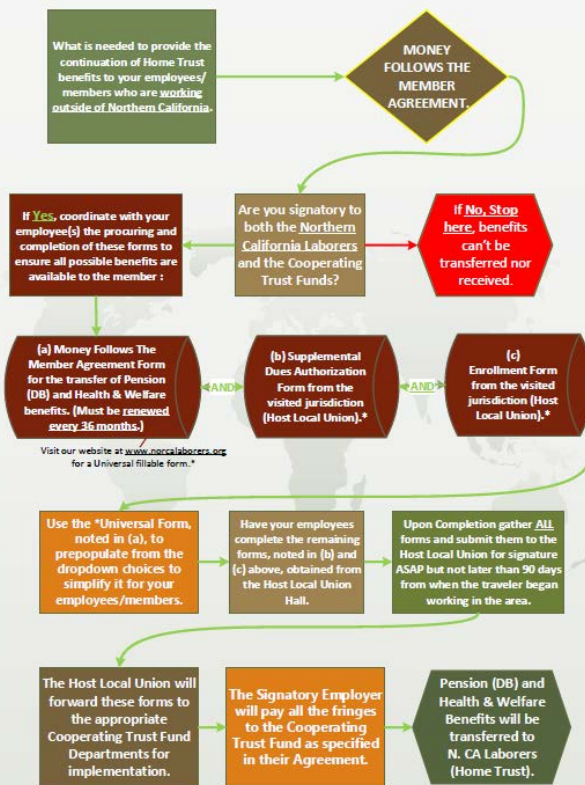
Joyce Hebert ext. 2869, Leilani Allen ext. 8270 & Jessica Prado ext. 8275  
Step-by-step Portal Guide, [click here](#).

To Proceed to the Employer Portal, [click here](#).

The following pages contain steps on how the Money Follows The Member Agreement works as well as information if you are working in Northern California and want to know how to have your benefits transferred to your Home Trust.

## NORTHERN CALIFORNIA MEMBER WORKING OUTSIDE OF THE 46 COUNTIES

Steps for the Continuation of Defined Benefit Pension (DB) and Health & Welfare under  
"Money Follows The Member Agreement"



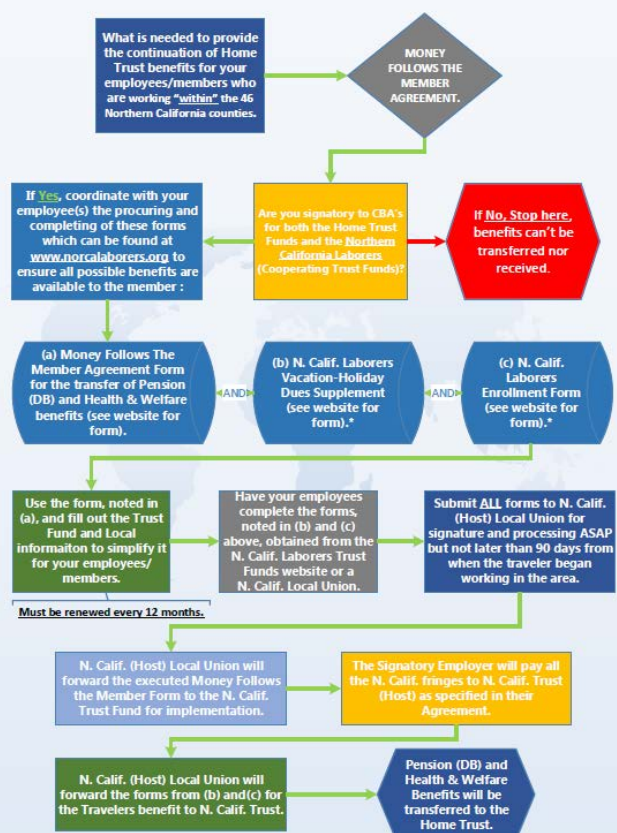
\* (b) Supplemental Dues Authorization Form also referred to as a Vacation-Holiday Dues Supplement or Supplemental Dues Checkoff Authorization Form which can be obtained at the Host Local Union Hall.

\* (c) Enrollment Forms obtained from the Host Local Union Hall allows the Cooperating Trust Fund to send the traveling member any Annuity or Vacation monies that may be due.

MANAGEMENT/SPECIAL PROJECTS/PRESENTATION OF MFMA/VISIO PROJECTS/MFM STEPS 080417

## VISITING LIUNA MEMBER WORKING "WITHIN" THE NORTHERN CALIFORNIA 46 COUNTIES

Steps for the Transfer of Defined Benefit Pension (DB) and Health & Welfare under  
"Money Follows The Member Agreement"



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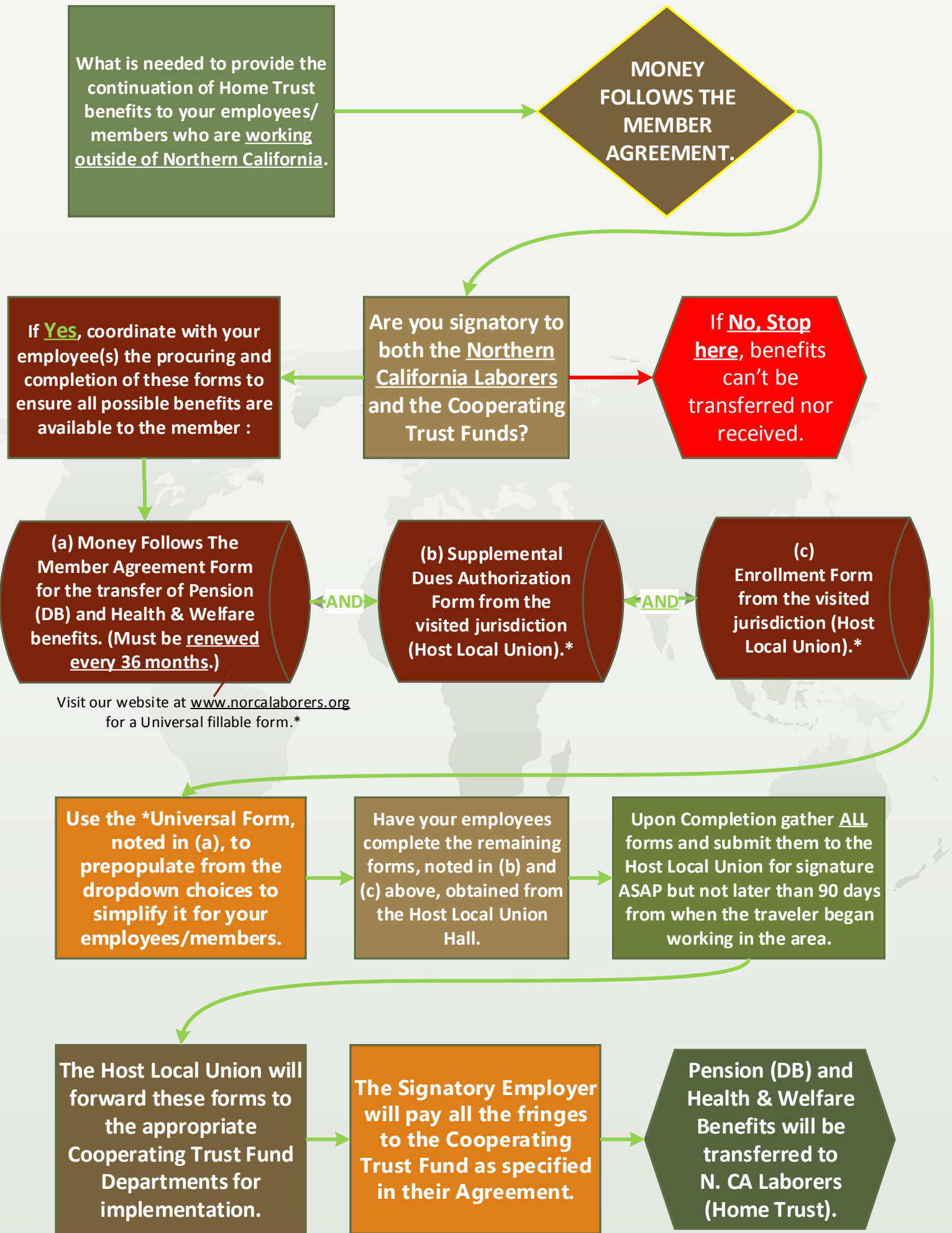
\* (c) Enrollment Forms can be obtained on line at [www.norcalaborers.org](http://www.norcalaborers.org) or a N. Calif. Local Union and sent to N. California Laborers (Cooperating) Trust Funds to allow the traveling member to receive any Annuity or Vacation Monies that may be due.

MANAGEMENT/SPECIAL PROJECTS/PRESENTATION OF MFMA/VISIO PROJECTS/VISITING N. CA MBR 080417

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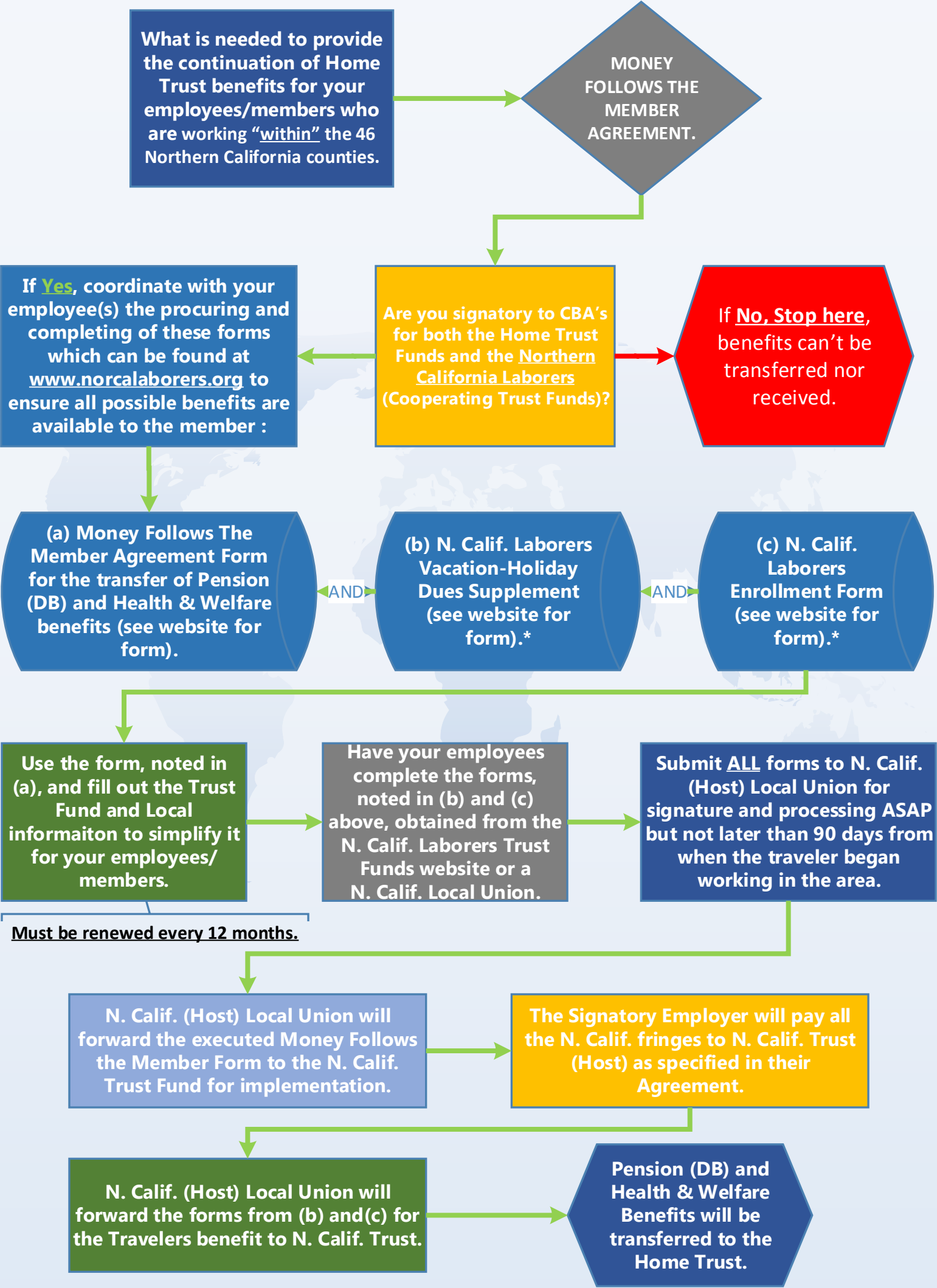
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