

# Employer Bulletin

## Money Follows the Man Agreements

As a signatory employer to a collective bargaining agreement in Northern California you are required to report and pay contributions to the Northern California Laborers Trust Funds for all work performed in the Northern California jurisdiction, which term means that portion of the state of California above the Northerly boundary of Kern County, the Northern boundary of San Luis Obispo County, and the Westerly boundaries of Inyo and Mono Counties, regardless of where the employees home Trust Funds are located.

If your employees home Trust Funds are outside of Northern California they may request a "Money Follows the Man Agreement" from the local union in the area they are working. This agreement will allow them to reciprocate (transfer) their Pension and/or Health and Welfare benefits from Northern California Laborers Trust Funds to their home Trust Funds and vice versa. These agreements are valid for twelve months. Upon expiration of the agreement, the employee can request a new agreement from the local union if needed.

As the employer, please be advised that your company must also be signatory at the employees home Trust Fund's jurisdiction in order for the Trust Funds to be able to reciprocate the benefits.

## Delinquency Notice

Employer contributions are due on the 15th of each month. If the monthly contributions or reports are not received or postmarked by the 25th of the month, the contribution is considered delinquent. Please note that as the date of the 25th nears, the Fund will issue a Delinquency or "Reminder" Notice that lists the report period that we have yet to receive.

If you receive a Delinquency Notice and you are certain that you mailed your report timely, chances are that the report and notice crossed in the mail. Should this be the case, call the Employer Accounts department to confirm receipt of your report.

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

If you have not mailed your monthly report, please do so immediately. Remember, if your contributions are received late, they are subject to liquidated damages and interest.

To avoid receiving a Delinquency Notice make certain to submit the monthly contribution and report timely and complete the contribution form accurately.

## Online Reporting - Employer XG

**You can expect to see a new version of Employer XG in November, it will be even more convenient than before.**

### ***Flexible and Convenient***

Only an internet connection is needed.

You decided remittance and payment date.

No cumbersome calculations required.

Initial sign-up takes less than 1 minute.

### ***Save Time and Money***

Load payroll files, reports or start anew.

Easily edit data as soon as its entered.

See what you owe instantly.

Control when you submit and pay.

### ***Safe and Secure***

*Privacy:* safeguarding your information is our first priority.

*Security:* use these services with confidence, anywhere, anytime.

*Practices:* our security practices are available for your review on the site.

Visit the Employer tab on our website, [www.norcalaborers.org](http://www.norcalaborers.org)

## Status Letter

How can you prove you have paid fringe benefits?

Ask the Employer Accounts Department to send you a Status Letter, which shows that your company is current with fringe benefit payments.

*Fax your requests to:*  
**707-864-5856**

Make sure to note your account number as well as the month you are requesting.

## Hod Carriers Local 166

The Hod Carriers Local 166 Health and Welfare Trust has merged into the Northern California Laborers Health and Welfare Trust Fund. Employers signed to the Hod Carriers Local 166 Agreement should have received a reporting form from the Northern California Laborers Health and Welfare Trust Fund for the work month of August 2016 for the reporting of their members for October 1, 2016 coverage.

Please contact the Employer Accounts Department at the Fund Office if you did not receive a contribution reporting form and believe that you should have.

## Contribution Facts

The **Contribution Rates** billed to an employer are determined by their Agreement, not by the Local Union dispatch slip.

Fringe benefit contributions are required for all hours worked and / or paid covered by the Agreement, whether or not the employee is in the union. These contributions are always paid to the Trust Funds, not to the employee.

**Contributions** to the Vacation-Holiday Trust Fund are subject to tax withholding as part of the employee's total compensation. This contribution however is not a part of the hourly wage rate.

Once you begin to report owners, partners, or supervisory personnel above the rank of foreman, you must continue to report them as long as they are in your employ. These personnel should be reported on the basis of one hundred-seventy (170) hours per month, regardless of the hours actually worked.

*Contribution rates may differ if you are not signatory to the Master Agreement.*

## Knowing Your Sub-Contractors

When you are utilizing sub-contractors on your project, we ask that you contact the Fund Office to obtain a release or status letter for the subcontractor prior to releasing payments to them. If you submit the sub-contractors certified payroll records for the project, we are able to audit and confirm if all of the worked hours have been reported to the Fund Office and all if all of the due contributions have been paid by the sub-contractor.

Remember, under the Laborers Master Agreement, the General Contractor has the primary obligation for performance of all conditions of the Master Agreement by your sub-contractors, including the payment of fringe benefit contributions to the Trust Funds. We appreciate the work relationship that exists between the employers and the Fund Office and make this request to help protect the interest of your company and the Trust Funds, as well as the benefits of the laborers working on your projects.

## Completing a Contribution Report Form

### DO

Use the Contribution Report Form mailed to you,  
Submit the contribution report if you have NO hires for the month,  
Inactivate your account if you no longer employ laborers,  
Write the laborers' social security number clearly,  
Verify that the contribution columns are added accurately,  
Mail your contribution report and payment to the BANK.  
Report adjustments for prior months on a separate sheet and send it to the Trust Fund Office.

### DO NOT

Copy a previous report to use as it has a unique number that can only be submitted 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 your payment to the Fund Office by certified mail as it will delay the payment process.

## Trust Fund Mailing Calendar

### **Discrepancy and Liquidated Damages Statements**

10th- 12th  
of each month

### **Employer Reporting Forms**

23rd- 25th  
of each month

### **Delinquency Notices**

22nd- 25th  
of each month

## TRUST FUND DIRECTORY & MENU OPTIONS

### Language

[1]- English [2]- Spanish

### Direct Extension

[8]- to dial extension of person you want to reach

### Company Directory

[9]- to access the company directory

### Departments

[1]- Health & Welfare [2]- Pension [3]- Annuity [4]- Vacation [5]- COBRA [6]- Employer Accounts [7]- Accounting [0]- Operator

### Health & Welfare

Eligibility, doctor or hospital claims, and other medical benefits.

### Accounting

1099R tax forms, W-9 request for taxpayer ID numbers.

### Pension/Annuity

Pension applications, disability credit, annuity and other Pension benefits.

### Employer Accounts

Status of reporting forms, collections, audits.

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