

Completing Your Contribution Form

Do:

- Use Contribution Report Form mailed to you
- Submit contribution report if NO hires for the month
- Write laborers' SSNs and DOBs clearly
- Inactivate 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

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.

Certified Payroll/Release

In order to receive an unconditional release make sure you have completed and submitted your Certified Payroll correctly to your General. Then provide us with a completed copy including all non-performance statement and we will expedite your request for a release.

All contractors and subcontractors who perform work on government construction contracts and federally-assisted construction projects are required to submit certified payroll.

Each employee must be classified in accordance with the type of work they perform on the job site. An employee is anyone who is performing construction work on the project, including: trade journeyman (carpenter, plumbers, sheet metal workers, cement masons, etc.) apprentice and trainees and working foreman or supervisors that regularly spend more than 20% of their time performing equal construction work on the project are considered to be covered and, therefore required to be reported on the certified payroll report.

Fringe Benefit Check Boxes - Indicates how and WHERE Fringe Benefits are to be paid (approved Plans, Funds, or Programs - means that you pay all required fringe benefit rates to a Union or Bona-fide Fringe Benefit Plan).

To find out the complete requirements of Certified Payroll visit:
www.dir.ca.gov/Public-works/Certified-Payroll-Reporting.html

Trust Fund Mailing Calendar

Discrepancy & Liquidated Damages Statements:

10th - 12th of each month

Reporting Forms:

23rd - 25th of each month

Delinquency Notices:

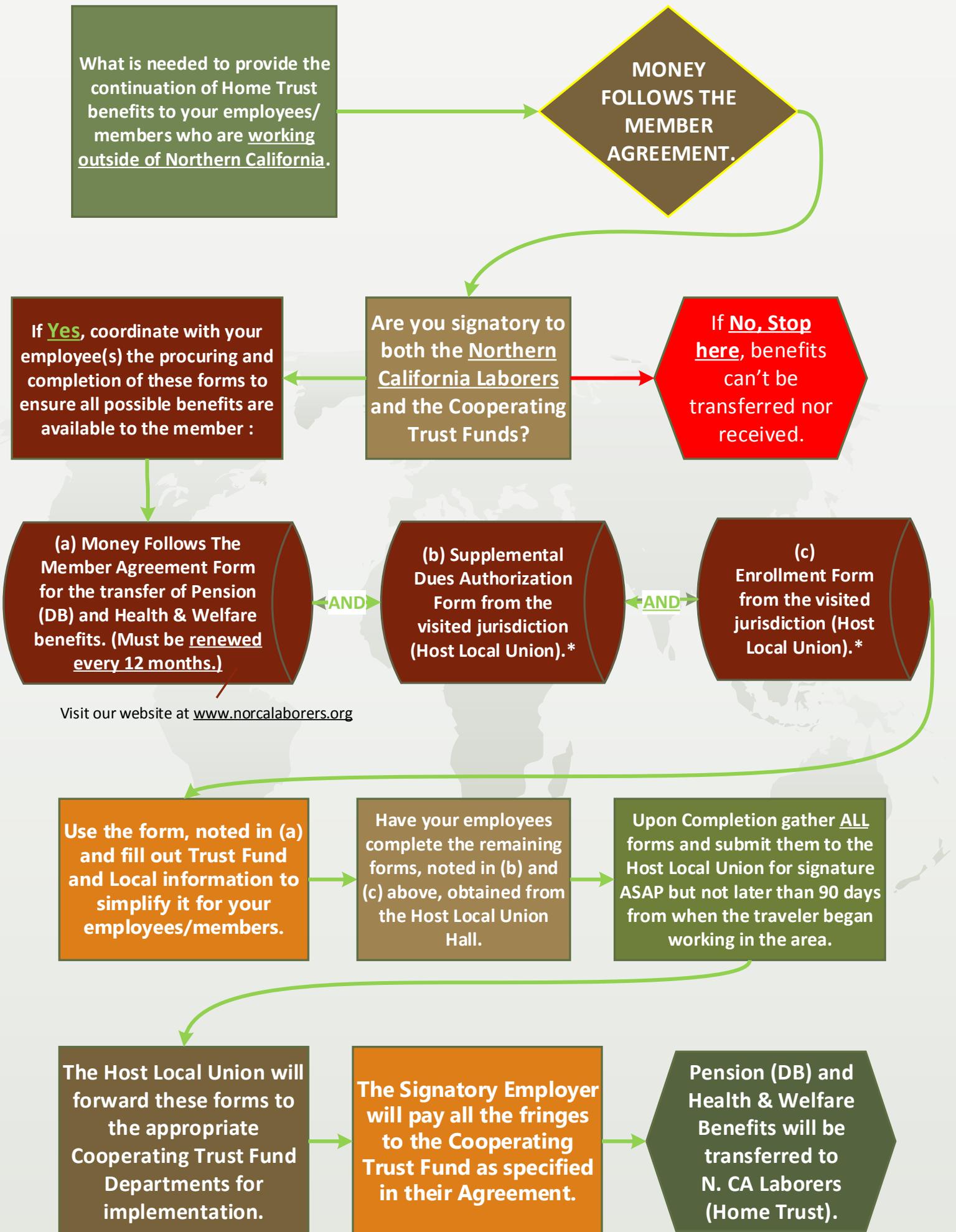
22nd - 25th of each month

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”



Visit our website at www.norcalaborers.org

* (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.

Welcome to the Laborers Funds Administrative Office of Northern California

Employer Services Help Desk!

Employer Online Support Service
<https://employerhelp.norcalaborers.org:8443>

STATUS LETTER

Status Letter Request
Conditional Release Request
Unconditional Release Request

SUBMITTING A CONTRIBUTION REPORT

Contribution Reporting Form Request
Reporting Instructions
Reporting Requirements

PORTAL ASSISTANCE

Portal Reporting Information
Portal Invitation Request
Portal Password Reset Request
Portal Password Unlock Request

RECIPROCITY

Working out of N. CA jurisdiction
Money Follows the Member
Reciprocating Trust Funds

AUDIT ASSISTANCE

Required Documents
Cancellation Policy

SUBCONTRACTORS

Subcontractor Requirements
Subcontractor Reporting Status

For Log in instructions please click here: [add link](#)

- Faster response time via email or web links
- No need to fax your requests
- Receive a response even if a staff member is out
- Receive your response within 24 hours

Have additional questions?
Please contact us by phone at (707) 863-3480.



Reporting On-line is easy and quick. Just a few clicks and your reports are uploaded.

TO SIGN UP

- Contact one of our Portal Assistance Guides for an Invitation Code at **707-863-3480 extensions: 8267, 8269 and 8263.**
- Once you have your invitation code please go to www.lfao.org.
- Click on Employers, select Employer Portal and sign-up by completing the online profile.
- Begin reporting.



Laborers Funds Administrative Office of Northern California
220 Campus Lane, Fairfield CA 94534 | (707) 863-3480

