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
What is needed to provide the continuation of Home Trust benefits to your employees/members who are working outside of Northern California.

**Money Follows The Member Agreement.**

If **Yes**, coordinate with your employee(s) the procuring and completion of these forms to ensure all possible benefits are available to the member:

- **(a)** Money Follows The Member Agreement Form for the transfer of Pension (DB) and Health & Welfare benefits. (Must be renewed every 12 months.)
- **(b)** Supplemental Dues Authorization Form from the visited jurisdiction (Host Local Union).*
- **(c)** Enrollment Form from the visited jurisdiction (Host Local Union).*

Use the form, noted in (a) and fill out Trust Fund and Local information to simplify it for your employees/members.

Have your employees complete the remaining forms, noted in (b) and (c) above, obtained from the Host Local Union Hall.

Upon Completion gather **All** forms and submit them to the Host Local Union for signature ASAP but not later than 90 days from when the traveler began working in the area.

The Host Local Union will forward these forms to the appropriate Cooperating Trust Fund Departments for implementation.

The Signatory Employer will pay all the fringes to the Cooperating Trust Fund as specified in their Agreement.

Pension (DB) and Health & Welfare Benefits will be transferred to N. CA Laborers (Home Trust).

Visit our website at [www.norcalaborers.org](http://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!

**STATUS LETTER**
- Status Letter Request
- Conditional Release Request
- Unconditional Release Request

**PORTAL ASSISTANCE**
- Portal Reporting Information
- Portal Invitation Request
- Portal Password Reset Request
- Portal Password Unlock Request

**AUDIT ASSISTANCE**
- Required Documents
- Cancellation Policy

**SUBMITTING A CONTRIBUTION REPORT**
- Contribution Reporting Form Request
- Reporting Instructions
- Reporting Requirements

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

**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.

www.ARnorcalaborers.org
Employer Portal (On-line Reporting)

Visit us at [www.lfao.org](http://www.lfao.org) to sign up

Click on Employers, scroll down to Reporting & Portal where you will find guides and instructions to download.

---

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

- 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](http://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