

COMBINED EMPLOYER REPORT OF CONTRIBUTIONS

GENERAL INSTRUCTIONS

- A. Original of the Combined Employer Report of Contributions and any continuation sheets must be mailed to the Bank on or before the fifteenth (15th) day of the month following the close of the month which this report covers. Failure to remit your contributions within the time specified in the Trust Agreements will require you to pay liquidated damages and interest as specified in the Trust Agreements or collective bargaining contracts. This is in addition to any other remedies under the Trust Agreements or collective bargaining contracts.
- B. Reports must be submitted each and every month, even though no hours have been compensated during the month. If no Cement Masons were employed during this period, check box at top of form, sign and return.
- C. The hours reported must include all hours compensated during the period covered by the report. For example, if an employee on shift work works 8 hours on either a straight time or overtime day, the contribution should be 8 times the hourly rate. All hours are to be reported, whether straight time or overtime, but no contribution shall be computed at the rate of 1 ½ or double the required rate of contribution per hour.
- D. Copies of the Combined Employer Report of Contributions and continuation sheets must be carefully preserved by the Employer at his principal place of business and should at all times be available for inspection by duly authorized representatives of the Funds.
- E. All payments should be sent to the Bank. All correspondence relating to such payments or to any of the Funds or Escrow Accounts should be addressed to the administrative office. Please refer to your Employer Number when corresponding.
- F. All employees performing Cement Masons' work covered by the applicable collective bargaining agreement should be reported to the Funds and Escrow Accounts. Supervisory personnel above the rank of foreman covered under the Funds pursuant to the agreement should be reported to the Funds on the basis of 160 hours per month, regardless of the number of hours worked during the month.
- G. Report details of any change of ownership or activity on a separate attachment.

INSTRUCTIONS FOR PREPARING COMBINED EMPLOYER REPORT OF CONTRIBUTIONS

CHECK BOX: If no Cement Masons were employed during this period, check box at top of form, sign and return.

SIGNATURE, TITLE, DATE: This report must be signed by (1) the individual, if the employer is an "individual"; (2) the president, treasurer, or other officer if the employer is a corporation; or (3) a responsible and duly authorized member having knowledge of the firm's affairs if the employer is a partnership or other unincorporated organization. The signer's title and date on which the report is signed must also be shown.

The following items must be filled in for each Work Classification and Fund relevant to the Trust Agreement on your Remittance Report.

Qty Column: Enter the total of all hours for all Employees on the Report with the matching Work Classification. If there are no Employees with the Work Classification enter Zero (0) and strike a line through all the rows of the Work Classification.

ER Contrib Column: Enter Qty times the Rate indicated.

Adjustment Column: Enter total adjustment dollar amount for that Work Classification and Fund. Any adjustment made necessary by reason of error on any previous report shall be detailed on a separate sheet of paper for each individual concerned.

Total Column: Enter ER Contrib plus or minus any Adjustments for that row. Add amounts shown in each of the columns together and enter in total column.

Total Remitted: Grand Total Dollar Amount of the Total Column. Includes all Work Classifications.

One check for the total amount must be forwarded to the Bank, as stated under General Instruction Item E, together with the original Combined Employer Report of Contributions and Employer's Combined Report of Contributions Continuation Sheet.