

READ AND FOLLOW INSTRUCTIONS CAREFULLY.

CARPENTER (SPECIAL REMITTANCE)

- ① In a separate letter attached to this report, list the names, social security numbers, and total number of days lost in payroll periods covered by this report for all Carpenter Employees receiving Workers' Compensation disability payments. To comply with COBRA, list on separate sheets the names and social security numbers for any Carpenter Employees who, to your knowledge, died or attained age 65 during the time period covered by this report.
- ② For internal accounting purposes and in determining the accuracy of the contributions, list the counties worked in by each individual Carpenter Employee. In listing the counties, use the following four-letter codes:
For Kansas Counties - use the first three letters, then "K" *example: (Cherokee CHEK)*
For Missouri counties - use the first three letters, then "M" *example: (Cole COLM)*
Follow the same instructions for any other state you need to report hours for.
- ③ Enter total hours paid, INCLUDING OVERTIME HOURS, for each individual Carpenter Employee on a one-for-one basis for the pay period covered by this report. For those employees who are working in a jurisdiction which requires separate reporting of overtime use the columns to indicate total regular hours, total overtime hours, and total double overtime hours.
- ④ Each total column is to be added and totaled in the space provided. Hours are to be totaled separately for all Carpenter Employees and shown opposite and for all Carpenter Employees who have supplied written authorization to withhold dues and shown opposite .
- ⑤ Where continuation pages are used, enter the grand total of all pages in this report. Hours will be totaled separately for all Carpenter Employees and shown opposite .
- ⑥ Multiply the grand total of hours, for all Carpenter Employees by the contribution rate shown, or the current contribution rate called for by the current Collective Bargaining Agreement (if different) for hourly paid Carpenter Employees.
- ⑧ Employers who have received written authorization or verification of such written authorization, from their Carpenter Employees to withhold dues from their checks shall contribute the rate shown, or the current rate called for by the Collective bargaining Agreement (if different) multiplied by the grand total of hours for all Carpenter Employees marked by an asterisk (*). **To verify if a Carpenter Employee has current written authorization to withhold dues, contact Kansas City Carpenter District Council 816/931-3414. Prevailing Wage Rate Work: For those employers remitting supplemental dues checkoff, please indicate in the last column the number of hours included in the previous columns that were worked by each employee on a federal, state, and local prevailing wage projects.**
- ⑨ Enter the total amount which will be shown on remittance check. This figure will reflect the total Employer Contribution.

Type or print name and title of person signing this remittance report in spaces provided.

Reports and remittances are due and payable on or before the tenth (10th) of the month following the month covered by this report. Reports and/or remittances submitted after this date are subject to a Liquidated Damages charge of Five Percent (5%) of the total amount of contributions due. Reports and/or remittances more than two months past due are subject to a Liquidated Damages charge of Six Percent (6%); three months, Eight Percent (8%); four months, Eleven Percent (11%); five months, Fifteen Percent (15%); and six months, Twenty Percent (20%).

In addition, interest will be charged at current IRS interest per month for each and every month past due.

Any Liquidated Damages charges, interest or adjustment for overpayments or underpayments will be communicated to you by The Funds' Administrator and resolved separately from this remittance report.

