

PLUMBERS LOCAL NO. 5 INSTRUCTIONS FOR COMPLETING REMITTANCE REPORT

General

Please prepare this remittance report as specified in sections 1 – 13 below. Make as many copies of completed reports as necessary to distribute as specified in ***Distribution of Remittance Report*** section below. If not pre-printed on the form, enter information as follows:

- Section**
1. Contractor name, address and employer number
 2. Payroll periods covered by report
 3. Person preparing report and date
 4. Month and year covered by report
 5. If the first or last report by a contractor check the appropriate box

Employee Information

If not printed on the form, enter the information as follows:

6. Employee Social Security Number
7. Employee Name
8. Job Class – select the appropriate code from the list of categories provided below.

JOB CATEGORIES

Job Class rate)	Job Category	Funds (*Select appropriate
J1	Journeyman (Basic Service).....	M,*A,I,C&P,V,*R,*D,*P,ITF
DJ	Journeyman (Speculative "B").....	M,*A,I,C&P, *R,*D,*P,ITF
DJ1	Journeyman (Speculative "B") – Tier 1.....	M,*A,I,C&P, *R,*D,*P,ITF
DJ2	Journeyman (Speculative "B") – Tier 2.....	M,*A,I,C&P, *R,*D,*P,ITF
A1	Apprentice (1 st year).....	M,*A,I,C&P, *R,*D,*P,ITF
A2	Apprentice (2 nd year).....	M,*A,I,C&P, *R,*D,*P,ITF
A3	Apprentice (3 rd year).....	M,*A,I,C&P,V,*R,*D,*P,ITF
A4	Apprentice (4 th year).....	M,*A,I,C&P,V,*R,*D,*P,ITF
A5	Apprentice (5 th year).....	M,*A,I,C&P,V,*R,*D,*P,ITF
H2	Helper.....	M,*A,I,C&P, *D, ITF
Core Drillers – Please refer to current Agreement for rates.		
MTJ	Metal Trades Journeyman – Saw Cut Mechanic.....	M,*A,I,C&P, *R,*D,*P,ITF
MTT1	Metal Trades Drill Tech I.....	M,*A,I,C&P, *R,*D,*P,ITF
MTT2	Metal Trades Drill Tech II.....	M,*A,I,C&P, *R,*D,*P,ITF
MTT3	Metal Trades Drill Tech III.....	M,*A,I,C&P, *R,*D,*P,ITF
MTH	Metal Trades Helper.....	M,*A,I,C&P, *D, ITF

M-Medical, A-Apprentice, I-Industry, C&P, Communication & Productivity, V-Vacation, P-Pension, D-Dues, R-Retirement Savings, ITF-International Training Fund

If a listed employee is no longer employed, draw a line through the name. Enter all employees with the appropriate information in Columns (6) through (8)

9. Status Code – (Use the column ***only*** if there is a change in employment status.) Select the appropriate code which explains the status if an employee had hours reported on the previous months report, but has no hours for this month. The codes are as follows:
 - DI** – Disability due to illness on non-job related accident
 - WC** – Workers Compensation Disability
 - DE** – Deceased
 - R** – Retired

P – Promoted to job category not covered by the bargaining agreement

T – All other terminations (laid off, quit, etc.)

10. Hours – Total hours worked by each employee during a month

Calculation of Contributions

For each employee listed who had hours worked during the month, enter the appropriate amount of the payment to each fund as required under the collective bargaining agreement. (Use the rate multiplied by the total hours – column 10). Refer to the list of job categories for the appropriate funds.

11. Total all hours and all amounts due to each fund at the bottom of the column.
12. A separate check must be issued to the Plumbers and Pipefitters National Pension Fund for the total amounts shown in Block 12.
13. a) Total of amount due before any adjustments.
b) Total amount of any adjustments; please subtract credit due to you and add any shortages due to Local 5 funds.
c) A second check payable to Plumbers Local No. 5 should be issued for the amounts due to all other funds shown in Block 13c.

Distribution of Remittance Report

The copies of the remittance should be distributed as follows:

1 copy to – Send with a check to:
PPNPF Contribution Fund
P.O. Box 79972
Baltimore, MD 21279-0972

3 copies to – Send with a check to:
Plumbers Local No. 5
5891 Allentown Road
Camp Springs, MD 20746-4570

Make check payable to Plumbers Local No. 5.

1 copy to – Mail to:
Mechanical Contractors Association
of Metropolitan Washington
4601 Presidents Drive, Suite 120
Lanham, MD 20706

1 copy to – Retain for your files.

Custom computer printouts will be accepted with the remittances but must contain all required information (see numbers 1 - 13) and must be sorted alphabetically by name, or numerically by social security number.

If you have any questions completing the form, contact the Local Union.

Completed Reports and Remittances are due within 15 days after the end of each calendar month.