

Memorandum

Plumbers & Gasfitters Local No. 5 • 5891 Allentown Road • Camp Springs, MD 20746

To: Payroll Departments Phone: (301) 899-7861
From: Brenda Dom Fax: (301) 899-7868
Date: August 1, 2009
Subject: Remittance Reports

Enclosed, please find a CD with an Excel® spreadsheet for use as the Plumbers Local 5 Remittance Report. This spreadsheet is setup for rates in effect from August 1, 2009 through July 31, 2010. *If there have been any new hires, terminations, or changes of classifications since you sent in your July 2009 remittance report, it is your responsibility to update/correct the spreadsheet*

Please note the following:

1. Names, social security numbers, job classifications, hours and dates in blue can be changed, but please don't change the calculations (in black) as they are calculating from preset formulas and will not function properly if manually changed. When you change the classification of an employee, the rate calculations will also change.
2. If you need to add lines, please add them *somewhere in the middle* – below the top line and above the bottom line to ensure that totals at the bottom of the sheet sums properly. The easiest way to accomplish this is to copy entire lines and insert (paste) them. Data can be sorted alphabetically or numerically as in any Excel spreadsheet, just bear in mind you must select (highlight) social security number, name, job classification and hours when making your selection to sort.
3. Job Classifications are listed below the remittance portion of the spreadsheet. Please use only these job classifications when preparing your report, as these are the only classifications the spreadsheet will recognize from preset formulas. Also, please don't change any of the information on these lines. When entering the job classification on the spreadsheet, please *don't put a space before or after the classification*, as this will cause the wrong classification to be picked up from the preset formulas.

MTJ .. Core Drill / Saw Cut Mechanic
MTT3 . Technician 3
MTT2 . Technician 2
MTT1 . Technician 1
MTH... Helper

GPJ ... GPR Mechanic
GPT ... GPR Technician
GPH... GPR Helper

4. Remittance Reports are due within 15 days of the end of each calendar month and should be distributed as follows:

- Copy 1 Send with a check made payable to the Plumbers & Pipefitters National Pension Fund to:
- National Pension Fund
P.O. Box 62031
Baltimore, MD, 21264-2031.
- Copies 2, 3 & 4 Send three (3) copies with a check made payable to Plumbers Local No. 5 Depository Agent to:
- Plumbers Local 5 Depository Agent
c/o Bank of America
P.O. Box 631096
Baltimore, MD, 21263-1096.
- Copy 5 Mail to: Plumbers Local No. 5
5891 Allentown Road
Camp Springs, MD, 20746-4570.
- Copy 6 Mail to: Mechanical Contractors DC Association
4601 Presidents Drive, Suite 120
Lanham, MD, 20706.
- Copy 7 Retain for your files.

If you have problems or questions, please feel free to call anytime.

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J1 "A" Journeyman
A5 Fifth-year Apprentice
A4 Fourth-year Apprentice
A3 Third-year Apprentice
A2 Second-year Apprentice
A1 First-year Apprentice
DJ2 Speculative Journeyman, Tier 2; Division Journeyman, Tier 2;
 "B" Journeyman, Tier 2
DJ1 Speculative Journeyman, Tier 1; Division Journeyman, Tier 1;
 "B" Journeyman, Tier 1
DJ Speculative Journeyman, Division Journeyman, "B" Journeyman
H2 Helper

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UNION HALL BUSINESS HOURS ARE

MONDAY – THURSDAY:
FRIDAYS:

8:00 A.M. – 5:00 P.M.
8:00 A.M. – 4:00 P.M.

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 and address
 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	Job Category	Funds (*Select appropriate rate)
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 Depository Agent 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:
National Pension Fund
P.O. Box 62031
Baltimore, MD 21264-2031

3 copies to – Send with a check to:
Plumbers Local No. 5
Depository Agent
c/o Bank of America
P.O. Box 631096
Baltimore, MD 21263-1096

Make check payable to Plumbers Local No. 5 Depository Agent.

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

1 copy to – Send to:
Local No. 5
5891 Allentown Road
Camp Springs, MD 20746

1 copy to – Retain for your files.

Computer printouts will be accepted with the remittances but must contain all the required information so that our records are complete.

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.