

BOILERMAKERS' AND BLACKSMITHS' LODGE NO. 169 FRINGE BENEFIT FUNDS - January 2010

INSTRUCTIONS FOR COMPLETING MONTHLY REMITTANCE REPORT FORMS

Enclosed is the revised schedule of wage and fringe benefit rates reflecting changes effective January 1, 2010.

The Trustees of the Boilermakers and Blacksmiths Lodge No. 169 Fringe Benefit Funds are pleased to provide you with this new Employer Monthly Remittance Report Form.

EMPLOYER INFORMATION

Fill out the top portion of the form completely, with the exception of the Code Number, which is for Fringe Benefit Fund Office use only.

EMPLOYEE DETAIL

Fill out each column completely. Attach additional pages as necessary. If your payroll system is capable of generating a print out which shows **all** of the required information, it is not necessary for you to complete the Employee Section. Fill in all of the other sections on the first page and then attach your print out showing the employee detail.

VACATION CONTRIBUTIONS

Using Boilermakers Local 169 Wage Sheet, determine the appropriate contribution rate for each employee. Employees' trade levels **must be clearly indicated on the report**. Multiply the employee's hours by the corresponding contribution rate to determine the amount of your required vacation contributions. Please note that each trade level has a different contribution amount for straight time, time and one half, and double time.

OTHER FRINGE BENEFIT CALCULATIONS

Using the appropriate rates for each Fund, multiply the total Hours Worked times the rates to determine the amount of your required fringe benefit contributions.

SIGNATURE

Sign and date the bottom portion of the form where indicated and print the title of the person who prepared the report.

PAYMENT

Add all amounts shown for Sick and Disabled Fund, Vacation Fund, Training and Welding Certification and Supplemental Welfare Check and make check payable to Boilermakers & Blacksmiths Lodge #169 Fringe Benefit Funds along with a copy of the Employer Report Form and mail to:

**Chase Bank - Wholesale Lock-box
P.O. Box 331033, Detroit, MI 48232**

Add all amounts shown for the Field Dues with a check payable to Boilermakers & Blacksmiths Lodge #169 and mail with a copy to the **NEW ADDRESS**:

**Boilermakers & Blacksmiths Lodge #169
1755 Fairlane Drive, Allen Park, MI 48101**

Retain a copy for your records.

LATE PAYMENT

If payment is not received by the due date, all amounts paid will be subject to Liquidated Damages in accordance with the policies established by the various Boards of Trustees for each Fund.

QUESTIONS

If you have any questions, you may contact your Local Union or the following:

**Boilermakers and Blacksmiths Local #169 Employee Security Fund
c/o TIC International Corporation
30700 Telegraph Road, Suite 2400
Bingham Farms, MI 48025
Phone: (248) 645-6550 Fax: (248) 645-6557**