

READ AND FOLLOW INSTRUCTIONS CAREFULLY

GREATER KANSAS CITY LABORERS

- ① For internal accounting reasons and in determining the accuracy of contributions, list the counties worked in by each individual Laborer employee. When listing the counties, use the four-letter codes:

KANSAS		MISSOURI			
JOHK	Johnson	CARM	Carroll	LAFM	Lafayette
LEAK	Leavenworth	CASM	Cass	PLAM	Platte
MIAK	Miami	CLAM	Clay	RAYM	Ray
WAYK	Wyandotte	JACM	Jackson	SALM	Saline

- ② Mark this space if the employee is a Registered Laborer Apprentice.
- ③ Enter each pay period ending date under the heading "PAY PERIOD ENDING." In the columns below each date, enter the hours worked for each employee. Total the hours worked for all weeks and enter the total under the heading "TOTAL HOURS WORKED," **including overtime hours**, for each individual Laborer Employee for the month covered by this report.
- ④ Enter the total number of hours for this page.
- ⑤ When additional pages are used, enter the grand total of all pages included in this report.
- ⑥ Multiply the total number of hours, for all Laborer Employees EXCEPT REGISTERED LABORER APPRENTICES by the contribution rate shown, or the current contribution rate called for by the current Collective Bargaining Agreement (if different) for hourly paid Laborer Employees.
- ⑦ Multiply the total number of hours by the contribution rate shown, or the current contribution rate called for by the current Collective Bargaining Agreement (if different) for all Probationary Registered Laborer Apprentices (if any) marked in column 2. **To verify if a Laborer Employee is currently a Registered Laborer Apprentice, contact the Laborer Joint Apprentice Committee 913-441-6100.**
- ⑧ Enter the total amount which will be shown on the remittance check. This figure will reflect the total Employer Contributions

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

Contributions shall be accepted only on behalf of employees covered by a collective bargaining agreement requiring contributions on behalf of laborer employees. Contributions shall not be accepted on behalf of employers, self-employed persons, partners, or an employee of a business which is wholly owned by such employee or by such employee and his or her spouse.

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 Liquidated Damages charges 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 the current IRS interest rate for each and every month past due.

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