

INSTRUCTIONS FOR COMPLETING FORM

PLEASE COMPLETE THE REMITTANCE REPORT IN ITS ENTIRETY!

PLEASE MAKE SURE THAT YOU HAVE AN UP-TO-DATE COPY OF THE CONTRIBUTIONS RATE SHEET.
For rate information, please contact 1-800-624-3096

1. Enter the **PAYROLL WEEK ENDING**.
2. Enter **LOCAL UNION COVERING JOB**. Please remember that the job location is the determining factor as to where fringe benefit contributions and/or deductions are payable.
NOTE: You may only write one local per remittance report. If you have jobs in two or more areas, you must use two or more pages of reporting forms.
EXAMPLE: If you have carpenters, or a carpenter working in Local 15 area and Local 1489 area, you must enter the information for Local 15 area on one page, and the information for Local 1489 area on a second page.
3. Enter the carpenter's name and **social security** number.
4. Enter the **hourly wage rate** paid to the carpenter.
5. Enter the **gross wages** and **hours** for each carpenter.
6. After listing all of the carpenters and their gross wages and hours, enter the total **GROSS WAGES** and **HOURS**.
7. At the bottom of the report, please enter the appropriate rate information based on job location.

EXAMPLE: If the location is Ocean County L.U. 2018 you would use a rate of 57.76% and enter the following:

Example: Local Union 2018: 57.76%

PENSION.....12%	HEALTH.....17%	HEALTH CATASTROPHIC.....3%	VACATION.....5%
DUES CHECK OFF....4%	ANNUITY.....15%	APPRENTICE.....1.50%	MARKET RECOVERY...0.26%

8. Also at the bottom, enter the total gross wages and the total contribution percentage per the local union. Multiply the gross wages by the local union percentage for the dollar amount due the N.J.C.F.

EXAMPLE: TOTAL GROSS WAGES \$ 1,000.00 @ TOTAL PERCENTAGE 57.76% AMT DUE \$577.60.

9. Please note the Health fund breakdown is 17% Health and 3% Catastrophic. Total Health Fund is 20%. Please be sure to separate the Health rate accordingly.
10. Computerized payroll forms may be submitted provided they contain all the information requested on the Employers Weekly Remittance Report, including job location.
11. A total of \$0.21 per hour is due for all hours worked for the UBCJA/BCA Health, Safety and industry funds.
EXAMPLE: HOURS 40 @ \$0.21 AMT DUE \$8.40.
12. A total of \$0.09 per hour is due for all hours worked for the Labor Co-op Management Fund.
EXAMPLE: HOURS 40 @ \$0.09 AMT DUE \$3.60.
13. 0.26% of gross wages is due for the Market Recovery Program. This is a deduction from the carpenters gross wages.
14. Add the amounts from the contributions total, the Labor Co-op Management Fund, the UBCJA/BCA and the Market Recovery Program totals as it applies for the **GRAND TOTAL** to be sent to the NEW JERSEY CARPENTERS FUND.