

Northern California Pipe Trades Trust Funds for UA Local 342  
935 Detroit Avenue, Ste 242A  
Concord, CA 94518-2501  
925/356-8921 Ext 713  
tfo@ncpttf.com  
www.ncpttf.com

MAY 2025  
APRIL 2025 HOURS

# EMPLOYER CONNECTION

## Special points of interest:

- Employer Responsibility
- Thank You!
- Due Date and Delinquent Date Based On Receipt At Bank Not Postmark
- Be Cautious When Sending Emails
- Employee Rates and Job Classifications on ECR Form
- Wire Transfer or ACH Monthly Contribution Payment

## \*\*\*EMPLOYER RESPONSIBILITY\*\*\*

As an Employer it is your responsibility to report all hours worked and paid accurately. Deductions taken out for Credit Union, 401(k) and additional HRA must be remitted in full. Note: You are urged to contribute at least the 401(k) deferrals by the 15<sup>th</sup> business day of the month following the work month. By returning the enclosed ECR Form(s), the Employer certifies under the penalty of perjury that the information contained herein is correct, that all hours worked or paid during the period covered are reported herein. Failure to pay the full amount due will result in the assessment of liquidated damages and other potential penalties.

## THANK YOU!



Thank you for submitting your monthly reports and contributions timely. We appreciate your timely submission and encourage you to submit your monthly reports and contributions early when possible.

We also appreciate your time and effort regarding reporting questions and changes. You may have received phone calls or correspondence regarding your reports. As indicated in prior notices, in accordance with Auditing Guidelines, we are required to request additional information if your reports are incomplete. We sincerely appreciate your efforts and ongoing compliance.

## DUE DATE AND DELINQUENT DATE BASED ON RECEIPT AT BANK NOT POSTMARK



As a reminder, *reports and contributions are due and payable at the bank by the 15th of the month following the work month and are delinquent if not received at the bank by the 20th (you are urged to contribute at least the 401(k) deferrals by the 15th business day).* Failure to report and pay timely or issuance of a non-sufficient funds check will result in assessment of Liquidated Damages and Interest Charges. Receipt at the bank is what determines when your contributions were "received"; the postmark is not a factor. Please be mindful and allow sufficient time for mail service and delivery to the bank. **The mailing address is also provided on the reverse side of the ECR Forms for your reference.**

## BE CAUTIOUS WHEN SENDING EMAILS



We request that any emails and attachments sent from your office which contain your employees' personal information be encrypted or the information redacted. Our office can identify Plan Participants based on their first initial, last name and the last four digits of their Social Security Number; therefore, the use of a full Social Security Number is unnecessary.

As required by HIPAA, ERISA, and California Privacy Law, the Plan has a legal obligation to protect the privacy of our Plan Participants. In accordance with California Civil Code 1798.81, **businesses are encouraged to safeguard *personal information* of California residents, and to protect such information from unauthorized access and disclosure. The use of a name or partial name and full Social Security Number falls under the category of *personal information*.**

For further information on the safeguarding of personal information, please refer to the California Office of Privacy Protection "*Recommended Practices on Protecting the Confidentiality of Social Security Numbers*" which provides businesses with guidelines for safeguarding Social Security information, including email encryption. Their website is located at: [privacy.ca.gov](http://privacy.ca.gov).

If you have any questions, please contact the Employer Compliance Department at 925/356-8921 Ext. 713 or via email at [tfo@ncpttf.com](mailto:tfo@ncpttf.com). Thank you.

## EMPLOYEE RATES AND JOB CLASSIFICATIONS ON ECR FORM

The ECR Forms sent to you each month are based on rates, dispatches and notifications received from UA Local 342. We are required to process employees' hours/contributions based on this information. If you believe there is a discrepancy with your records and the ECR Forms, please contact our office immediately for assistance. If we receive ECR Forms with incorrect rates or job classifications, processing may be delayed. If you need further clarification from UA Local 342, please contact the Business Office at 925/686-5880 or [dispatch@ua342.org](mailto:dispatch@ua342.org).

## WIRE TRANSFER OR ACH YOUR MONTHLY CONTRIBUTION PAYMENT



We accept Wire Transfers and ACH payments as a form of payment for contributions. If you would like to submit your payment via Wire Transfer or ACH, contact us at 925/356-8921 Ext. 713 or via email at [tfo@ncpttf.com](mailto:tfo@ncpttf.com).



**Reports & Contributions Due:**  
5/15/25

**Delinquent if Not Received By:**  
5/20/25

**Our Office, UA Local 342, and the  
Credit Union will be closed on  
5/26/25 in observance of  
Memorial Day.**

### May 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31