

EMPLOYER CONNECTION

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 15th business day of the month following the work month. By returning the enclosed ECR Forms 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.

Special points of interest:

- Employer Responsibility
- Important Changes to the Enclosed ECR Forms
- Split Reporting
- Holiday
- Status Letter Requests
- Employees with no Hours

IMPORTANT CHANGES TO THE ENCLOSED ECR FORMS

SUPPLEMENTAL 401(k) RETIREMENT, HEALTH REIMBURSEMENT ACCOUNT (HRA) AND/OR CREDIT UNION DEDUCTION (CU) CLASSIFICATIONS EFFECTIVE JANUARY 1st



The enclosed ECR Forms have been updated to reflect any different classifications for eligible employees. Dispatches were issued by UA Local 342. Please contact our office regarding any discrepancies prior to submitting your ECR Forms.

APPRENTICE ADVANCEMENTS EFFECTIVE JANUARY 1st

Dispatches have been issued for Apprentices who have advanced to the next level. The enclosed ECR Forms have been updated to reflect the new classifications. Please contact our office regarding any discrepancies prior to submitting your ECR Forms.

To avoid processing delays and errors, it is important to first contact our office regarding incorrect classifications prior to submitting the ECR Forms.



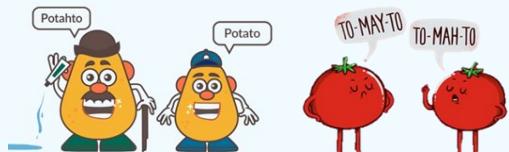
SPLIT REPORTING – Additional December Hours

If you are reporting additional hours for December due to a rate change or an apprentice advancement, submit TWO SEPARATE ECR Forms (one with the additional December hours and one with January hours). Each ECR Form must be clearly labeled with the work month and the correct rates. If you need additional ECR Forms or assistance, please contact our office. We have copies of December reporting Forms that we can provide you.

Over

HAPPY Presidents DAY

You say "letter of good standing, fringe letter, contribution letter", and I say "**Status Letter**". You say "lien letter, letter stating benefits have been paid" and I say "**Status Letter**".



When requesting letters please ensure that "**Status Letter Request**" is in the subject line or body of the email sent to tfo@ncpttf.com.

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

HOLIDAY / FEBRUARY IS A SHORT MONTH— SUBMIT YOUR ECR FORMS TIMELY

Our Office, UA Local 342, the Credit Union Office, and the bank will be closed on February 16th in observance of the Presidents' Day holiday. Also, February is a short month. Please keep this in mind and allow sufficient time for mail service and delivery to the bank. 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 timely 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.*



EMPLOYEES WITH NO HOURS/NO LONGER EMPLOYED



If an Employee did not work during the month, yet is still employed, denote with a "0" in the hours column and indicate the reason no hours are being reported. If an Employee is no longer employed, draw a single line through their name and Social Security Number and list "T" and the Employee's last day worked.

Example: XXX-XX-1234 SMITH, J T - 12/8/25

You may also provide a separate listing detailing this information.

February 2026

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



Our office, UA Local 342 and the Credit Union will be closed 2/16/26 in observance of Presidents' Day.

Reports & Contributions Due:
2/15/26

Delinquent if Not Received By:
2/20/26