

INSTRUCTIONS FOR REPORTING CONTRIBUTIONS AND DUES TO THE
ACAW JOINT CONTRIBUTION AND DUES FUND
AS PER THE COLLECTIVE BARGAINING AGREEMENT FOR
COMMERCIAL AND INDUSTRIAL WORK

For remittance of Working Dues, Health & Wellness, Pension and Apprenticeship

1. We use an electronic reporting system. You can either manually enter your payroll data into an excel spreadsheet (samples on separate tabs in this spreadsheet) or, if you have the ability, you can export from your payroll system into an excel format as long as the required information is provided. The excel spreadsheet is then uploaded into our secure website called Share Point (instructions below). **Please note that for security reasons we do not send or accept any emails with SIN numbers in them.**
2. Your report must contain a list of all eligible employees. An employee becomes eligible on the date he comes within the scope of the Collective Bargaining Agreement. If you employ US workers there are separate reporting requirements and you must contact our office for the additional information.
3. For each eligible employee, you must provide: SIN, period covered by report (begin and end dates) last name, first name, total hours worked, total hours earned, gross hours wage rate (base wage plus 10% vacation/holiday pay), total gross hourly wages, and working dues at 2.25% of total of gross hourly wages.
4. Please note, as per the collective agreement "The employer agrees to report the dues check off, or working dues, on the employees annual T4 form.
5. It is also the responsibility of the employer to report all pension paid on behalf of your employees on their annual T4. This is reported as Pension Adjustment and you would need to report our Pension Plan registration number of 0381723.
6. Please ensure that the correct social insurance numbers are reported and that they are in number format in order that the employee's accounts can be accurately updated. Please ensure that there are no spaces, dashes or other markings in the SIN numbers.
7. If any employee has more than one wage rate during the reporting period, create a separate line for each rate.
8. Report monthly. The report and dues must be received by the 15th day of the month following the month for which contributions are made.
9. A report must be submitted when due, even if you did not have any employees on the payroll for that period. In the event that you did not have any employees during the month, you should load a file showing no employees and no hours for that month. (Called a Nil Report).

10. Only one cheque is required for all contributions and dues owing. Please make your cheque payable to and submit to:

ACAW Trust Funds
#101, 15315 - 123 Avenue NW
Edmonton, AB T5V 1S6

11. All inquiries should be directed to the Accounting Department - ACAW Joint Contribution and Dues Fund, at the above address.

Filiz, Accounting Assistant –
phone 780-477-9131 ext 3226 filiz@acawtrustfunds.ca
Lisa Good, Accounting Manager –
phone 780-477-9131 ext 3236 lisag@acawtrustfunds.ca

12. Completed reports must be uploaded onto secure webpage, Share Point. When you are ready to submit your first remittance, please phone Filiz to receive your secure passwords and log in codes. You will also then be emailed an instruction package on using Share Point.

13. The Carpenters Local 1325 monthly (counter) dues of \$25.00 are remitted separately with the appropriate backup listing the employee, their SIN number and the amount deducted. A separate cheque is required. Please make this cheque payable to and submit to:

Carpenters Local 1325
#133, 15210 - 123 Avenue NW
Edmonton, AB T5V 0A3

14. Carpenters Local 2103 or Local 2010 monthly (counter) dues of \$25.00 are remitted separately with the appropriate backup listing the employee, their SIN number and the amount deducted. A separate cheque is required. Please make this cheque payable to and submit to:

Carpenters Local 2103 or Carpenters Local 2010
2626 - 23rd Street NE
Calgary, AB T2E 8L2

15. On the samples attached, all areas in blue are required to be completed or updated, other fields should be self-calculating. Please contact our office with any questions or concerns.
16. Please ensure that you communicate any changes with your contact person email and phone number to ACAW Trust Funds
17. If you have not already supplied us with your Revenue Canada Business Number please do so as soon as possible.