

**SHEET METAL LOCAL 409 SHEETER DECKER
ADMINISTRATION, INDUSTRY IMPROVEMENT, PROMOTION & EDUCATION FUND**

HST Registration #R106970924

GUIDELINES: Remittances due for this fund are to be remitted on a monthly basis for hours worked in the preceding month. This remittance is due to be received in our office on or before the fifteenth (15th) day of the following month. To avoid delinquency, please allow sufficient time to prepare and send your remittance so that it will arrive by the 15th. **Please only send this form with your cheque. Due to privacy reasons, we can no longer accept any alternate reports which contain Social Insurance Numbers. Remittances for multiple trades or funds cannot be combined on a single cheque.** If there are no unionized hours to report for a given month, submit this form showing nil contributions. A complete list of instructions can be found below this form.

Company Name:

Full Mailing Address:

Payroll Contact Name:

Payroll Contact Email:

Phone:

Fax:

| MONTH/YEAR REPORTED | |
|---------------------------|--------------|
| NAME OF EMPLOYEE | HOURS WORKED |
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| TOTAL HOURS WORKED | |

| <i>The shaded fields in this table will automatically calculate when using the Excel version of this form. Download this form from www.nslcra.ca.</i> | REPORTED HOURS | RATE | TOTAL |
|--|----------------|--------|-------|
| (A) I.I.F. (Industry Improvement Fund) | | \$0.13 | |
| (B) CALCULATE HST ON LINE (A) ONLY | | 15% | |
| (C) Administration & Promotion Fund | | \$0.38 | |
| (D) Nova Scotia Construction Sector Council | | \$0.03 | |
| (E) TOTAL CONTRIBUTION DUE (A + B + C + D) | | | |

IF YOUR COMPANY NO LONGER EMPLOYS ELIGIBLE EMPLOYEES FOR THIS TRADE/LOCAL, PLEASE REQUEST DORMANCY HERE BY INDICATING THE EFFECTIVE DATE (BY DOING SO, YOUR COMPANY WILL NO LONGER NEED TO SUBMIT NIL REPORTS UNTIL WORK RESUMES):

Please retain one copy of this form for your files and return one copy with your remittance made payable
CLRA - Sheet Metal 409 IIF
260 Brownlow Avenue, Unit 1
Dartmouth, NS B3B 1V9

TOTAL RATE: \$0.54
RATE EFFECTIVE SINCE: September 1, 2019
FORM UPDATED: September 9, 2019
REASON FOR UPDATE: New rate structure & form, updated guidelines

PHONE: 902-468-2283
FAX: 902-468-3705
EMAIL: iif@nslcra.ca
WEBSITE: www.nslcra.ca

INSTRUCTIONS

Nova Scotia Construction Labour Relations Association (CLRA) is the Administrator for this fund. If your company has any questions regarding this fund, please do not hesitate to contact Administration via phone (902-468-2283) or email (iif@nscra.ca).

This form is available for download in the "Forms" section of our website, www.nscra.ca, in both Excel and Adobe Acrobat formats. We encourage companies to use the Excel version of this form as it will automatically calculate the amount due based on the total applicable hours that are entered by the user.

NEW REQUIREMENT:

Please only send the above form with your cheque. Due to privacy reasons, we can no longer accept any alternate reports which contain Social Insurance Numbers.

HOW TO FILL OUT THIS FORM:

Please fill in all company information on the remittance form, the month and year being reported, plus the name of each employee and their total hours for the month (worked or earned as per the collective agreement).

Retain one copy of the completed form above for your files and return one copy directly to our office with your remittance.

GUIDELINES:

As per the current collective agreement, remittances are due to be received in our office each month on or before the 15th day of the following month.

To avoid delinquency, please allow sufficient time to prepare and send your remittance so that it arrives in our office on time. According to current Canada Post guidelines for mailing within the province of Nova Scotia, you should allow at least 3 business days to ensure your remittance is not late. *i.e. If the 15th falls on a Monday, your remittance should be in the mail by Wednesday the 10th.* If the remittance is being mailed from outside Nova Scotia or from a rural community, please allow 3-7 business days or consult with Canada Post.

Remittances for multiple trades or funds cannot be combined on a single cheque.

Please do not alter the rates on this form. The forms available for download on our website will always be correct and up to date.

IF YOUR COMPANY HAS NO HOURS TO REPORT FOR A PARTICULAR MONTH:

If your company does not employ eligible employees for a particular trade for any given month, a report still needs to be submitted (for that trade) to provide complete month to month reporting continuity for your company. Please fill in zero hours on the above form. Nil reports can be submitted by email (iif@nscra.ca), fax (902-468-3705) or mail and must be received in our office by the due date noted in the guidelines above.

IF YOUR COMPANY HAS NO HOURS TO REPORT FOR AN UNDETERMINED PERIOD OF TIME:

If your company becomes inactive in a particular trade (i.e. shutdown) or is not expected to perform work in a particular trade for an undetermined period of time, please request dormancy (for that trade) by filling in the effective date (month and year) on the above form. Dormancy requests can be submitted by email (iif@nscra.ca), fax (902-468-3705) or mail. When your company employs eligible employees again for a particular trade, resume sending remittances.