

STEP BY STEP INSTRUCTIONS FOR PAYROLL DEPT.

The following is provided to you to assist in your completing the BRICKLAYERS PROVINCIAL REMITTANCE FORM

1. A separate form has to be completed for each Local. **It is obligatory under the union collective agreements to use the form.** If you are using a computer program, simply use the remittance form as a summary and attach your computer reports as support. In addition as indicated below **a copy of the Local Union remittance form (e.g. Local 2 Toronto) has to be attached.** (See *EMPLOYER INSTRUCTIONS*)
2. Indicate whether ICI, Residential, or Power - the sector where the work was performed.
3. List your employees as indicated stating their name, SIN, earned hours, and **the project that they worked on.** If an employee has worked on more than one project, then state the one that they worked on the most hours. **It is obligatory under the union collective BRICKLAYER agreements to do so.**
4. The Total Hours Earned is then copied to "Total Hours" in Sections 1, 2, & 3.
5. By reference to the back of the form, select the current rates table such as *RATES JULY 1, 2010* and select the appropriate column depending upon the Local. There are different rates for Locals 6 & 7.
6. **Section 1 – EMPLOYEE DEDUCTIONS**
 - For the other Locals the *Total Employee Contribution* is 56 cents per hour while for Locals 6 & 7 it is 1 cent per hour. Enter these amounts in **Section 1 – EMPLOYEE DEDUCTIONS** and multiply by the Total Hours to obtain the amount to be entered in the adjacent column.
 - The adjustment line is for under/over payments from previous months.
 - The next line is only for Locals 20 & 23 as indicated
7. **Section 2 – EMPLOYER CONTRIBUTIONS**
 - Except Locals 6 & 7, for all other Locals using the Total Hours calculate the amount due to the Pension Trust.
 - The second part of Section 2 concerns Welfare Benefits for Locals 5, 10, 12, Oshawa, & 23. Refer to the table on the reverse side. Note tax @ 8% is still payable but as before is a dead cost and not claimable under the new HST rules.
 - Add up the columns for **Sections 1 & 2 – EMPLOYEE DEDUCTIONS & EMPLOYER CONTRIBUTIONS** and prepare the cheque for Sections 1 & 2.
8. **Section 3 – EMPLOYER REMITTANCE**
 - For ALL Locals the *EMPLOYER REMITTANCE* is 69 cents per hour and this is multiplied by the Total Hours to obtain the amount to be entered in the adjacent column.
 - HST is payable but only on 68 cents per hour and so multiply the Total Hours by 68 cents @ 13% and enter the amount in the column.

- The adjustment line is for under/over payments from previous months.
 - Add up the columns for *Section 3 – EMPLOYER REMITTANCE* and prepare the cheque for Section 3.
9. Fill in your contact information and the relevant work month.
10. *EMPLOYER INSTRUCTIONS* – Employers MUST complete this section, ticking off the boxes as appropriate. Additionally the attention of employers is drawn to the bottom of the reverse page: *IMPORTANT NOTICE TO EMPLOYERS*

Mail the union cheque with the copies as indicated and the MIECO/OBBC cheque with its copy and a copy of the completed Local Remittance Form for the same work month to the Lockbox per the directions. Contact our office if you have any questions (905 564 6622)

PROVINCIAL BRICK ICI EMPLOYER REPORT

BACU CANADA/OPC - MIECO/OBBC
Bricklayers, Stonemasons and Plasters



CONTRIBUTIONS, REMITTANCES & DEDUCTIONS

Administrator:
GLOBAL BENEFITS
545 Wilson Avenue, Toronto, Ontario M3H 1V2
Phone: (416) 635-6000 Fax: (416) 635-6464
Toll Free: 1-800-663-4500

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ICI	RES	ELECTRIC POWER
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EMPLOYEE'S NAME		EMPLOYER'S SOCIAL INSURANCE NUMBER	HOURS EARNED	PROJECT NAME
Initial	Print surname first			
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
ADMINISTRATOR'S USE ONLY				
Code No.:				
TOTAL THIS SHEET			4	
TOTALS ALL SHEETS				

3

4

SECTION 1 - EMPLOYEE DEDUCTIONS

BACU CHECK OFF
 Total Hours x \$ **5a**
 Adjustments if any \$
 Check-off dues (Local 20 & 23 Only) (Total Hours) ... x \$
 (A) Total Employee Contributions \$

INDUSTRY & TRAINING
 Total Hours x \$ **5b**
 HST Calculation Total Hours x 6% Employer Contribution x 13% \$
 Adjustments if any \$
 OMCA HST Registration # R107798316
 Total Employer Contributions \$

SECTION 2 - EMPLOYER CONTRIBUTION

MEMBERS PENSION TRUST
 Current Members Pension (Total Hours) x \$
 IPF Top up \$
 Adjustments if any \$
 (B) Total Pension \$
 (C) Total Benefit Fund \$

TOTAL CHEQUE AMOUNT FOR SECTION 3 \$
 SEND CHEQUE for SECTION 3 together with remittance and any attachments (in duplicate) to:
 MIECO/OBBC - Lockbox #T070423C
 MAIL: Global Benefits in Trust - MIECO Lockbox #T07423C
 PO Box 7423, STN A, Toronto, ON M5W 3C1
 COURIER: 4 Prince Andrew Place, Toronto, ON M3C 2H4

WELFARE BENEFITS TRUST FUND - (Locals 5, 10, 12, 20 & 23)
 Benefits (Total Hours) x \$
 Salaried Workers \$
 RST - 8% (HST Exempt) of Benefits & Salaried Workers \$
 Local Industry Fund (Bricklayers Local 10) (Total Hours) x \$
 Adjustments if any \$
 (C) Total Benefit Fund \$

This is Sheet No. **7** of sheets
 Report for Work Month
 Employer's Name
 Address
 City & Province
 Postal Code
 Phone No. & Area Code
 Fax No.
 EMAIL:
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TOTAL CHEQUE AMOUNT FOR SECTIONS 1 & 2 \$
 TOTAL FOR ALL SHEETS \$

EMPLOYER INSTRUCTIONS: Employers MUST complete the following
 1. This is our final report for Local noted above
 2. Our Company had no employees for Month(s) reported herein "Nil Report" Other (specify)
 3. We require a supply of report forms
 4. Local Union form attached

SEND CHEQUE for SECTION 1 & 2 together with remittance and any attachments (in duplicate) to:
 BACU Canada
 180 Atwell Dr. Ste 130
 Etobicoke, ON M9W 6A9

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 1. This is our final report for Local noted above
 2. Our Company had no employees for Month(s) reported herein "Nil Report" Other (specify)
 3. We require a supply of report forms
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I certify that this is a true report of all hours paid during the report month in compliance with this employer's legal obligations under the applicable collective agreements and trust agreements.

Member or Officer of Firm Date

This report is due by the 15th of month following month worked.

RATES JULY 1, 2010

EXPLANATION OF EMPLOYER REMITTANCE & EMPLOYEE DEDUCTIONS		FOR LOCALS 6, 7	
FOR LOCALS 1, 2, 4, 5, 10, 12, 20, 25, 28, 29			
Section 1 - EMPLOYEE DEDUCTIONS - BACU/OPC			
BACU Deduct	30 ¢	Secretariat Fund	01 ¢
Secretariat Fund	01 ¢		
Org Fund	25 ¢		
Total Employee Contribution	56 ¢	Total Employee Contribution	01 ¢
Section 3 - EMPLOYER REMITTANCE - MIECO/OBBC			
Industry Fund & Secretariat	55 ¢	Industry Fund	55 ¢
Training & Devl Fund	14 ¢	Training & Devl Fund	14 ¢
Total Employer Remittance	69 ¢	Total Employer Contribution	69 ¢
Total Employer & Employee Contribution	\$1.25	Total Employer & Employee Contribution	70 ¢

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LOCALS BENEFIT SCHEDULE	
EFFECTIVE	Local 5, 10, 12, Oshawa & 23
July 1, 2010	1.96
May 1, 2011	1.98
May 1, 2012 (Locals 12, 20)	2.00
May 1, 2012 (Locals 5, 10, 23)	2.15
7	
Salaried Employees - 120 Hours x Benefit Rate	

**IMPORTANT NOTICE TO EMPLOYERS
MUST COMPLETE PROJECT NAME SECTION**

Employers **MUST** list the name(s) of the projects that have been worked on during the work month. If an employee has worked on more than one(1) site, it should be recorded on the site with the most hours.

FAILURE TO DO SO CONSTITUTES A VIOLATION OF THE COLLECTIVE AGREEMENT

Employers should review their legal obligations under Article. 17 BENEFIT PLANS and Article. 19 EMPLOYER CONTRIBUTIONS & EMPLOYEE DEDUCTIONS of the ICI Collective Agreement.

They should also familiarize themselves with the provisions of Article 20 DELINQUENT REMITTANCES specifically item (d).