

Instructions for Northern California Carpenters 401K Report of Hours and Contributions:

1. Please provide your Employer Name and 401K Account number on each page of your Report.
 - **Your 401K Account number is not the same account number used for your monthly Employer Report of Contributions (H&W, PEN, VAC, WF, VHS, ANN). If you do not know what your 401k account number is, please contact employerservices@carpenterfunds.com immediately.**
2. For each employee, provide the following:
 - UBC ID or Social Security Number;
 - Last and First Name;
 - Payroll Period Start and End dates;
 - Number of Work Hours for payroll period;
 - Dollar amount of 401k Contribution(s) and Safe Harbor; and
 - Payroll Check date.

NOTE: If you have more than nine employees to report, please use page 2 and page 3, as needed.

3. After all employee details are entered, calculate subtotals due on each page, line (A).
4. Complete line (B) NCC401K GRAND TOTALS by adding each pages column subtotals from line (A).
5. Complete line (C) TOTAL AMOUNT DUE by adding all columns from line (B). This is the total amount due for your 401K report.
6. Please Sign and Date report, located at bottom left of first page.
7. Make a single check payable to NO. CALIF. CARPENTERS FUNDS OFFICE.
8. Mail check and report to: Carpenter Trust Fund - Employer, PO Box 882134, San Francisco, CA 94188-2134.

NORTHERN CALIFORNIA CARPENTERS 401K PLAN

**Contribution Report
TC 32E**

Employer: _____

Account #: _____

Report of Hours and Contributions

# No.	UBC ID / SSN	Employee		Payroll Period		Work Hours	401(k) Contributions		Safe Harbor	Payroll Check Date
		Last Name	First Name	Start Date	End Date		Pre-Tax	ROTH		
001										
002										
003										
004										
005										
006										
007										
008										
009										

(A) Subtotals (page) _____

(B) NCC401K GRAND TOTALS (all pages)	401(k) Contributions		Safe Harbor
	Pre-Tax	ROTH	

(C) TOTAL AMOUNT DUE \$ _____

Date: _____

Prepared by: _____
Signature

Make single check payable to **NO. CALIF. CARPENTERS FUNDS OFFICE**

Mail check and this report to: **Carpenter Trust Fund - Employer
PO Box 882134
San Francisco, CA 94188-2134**

NORTHERN CALIFORNIA CARPENTERS 401K PLAN

Contribution Report

Employer: _____

Account #: _____

Date: _____

Report of Hours and Contributions

# No.	UBC ID / SSN	Employee		Payroll Period		Work Hours	401(k) Contributions		Safe Harbor	Payroll Check Date
		Last Name	First Name	Start Date	End Date		Pre-Tax	ROTH		
010										
011										
012										
013										
014										
015										
016										
017										
018										
019										
020										
021										
022										
023										
024										

(A) Subtotals (page 2)

NORTHERN CALIFORNIA CARPENTERS 401K PLAN

Contribution Report

Employer: _____

Account #: _____

Date: _____

Report of Hours and Contributions

# No.	UBC ID / SSN	Employee		Payroll Period		Work Hours	401(k) Contributions		Safe Harbor	Payroll Check Date
		Last Name	First Name	Start Date	End Date		Pre-Tax	ROTH		
025										
026										
027										
028										
029										
030										
031										
032										
033										
034										
035										
036										
037										
038										
039										

(A) Subtotals (page 3)

--	--	--	--	--	--	--	--	--	--	--