

Southern California Pipe Trades Administrative Corporation

501 Shatto Place, 5th Floor

Los Angeles, CA 90020

(800) 595-7473 • (213) 385-6161 • (213) 385-2767 (fax) • www.scptac.org

Welcome to the Southern California Pipe Trades Trust Funds

Southern California Pipe Trades Health & Welfare Fund
Southern California Pipe Trades Retirement Fund
Southern California Pipe Trades Defined Contribution Fund
Southern California Pipe Trades Vacation & Holiday Fund
Southern California Pipe Trades Christmas Bonus Fund
Plumbers & Pipefitters National Pension Fund
International Training Fund

As a result of signing a Collective Bargaining Agreement with District Council #16 of the United Association, you have agreed to provide benefits to certain of your employees. Those benefits are provided by making contributions to seven employee benefit trust funds and to certain other entities. Our job at the Southern California Pipe Trades Administrative Corporation, among other duties, is to collect and account for those contributions.

Enclosed in this packet are:

- A copy of the Collection Policies and Procedures
- Employer Report forms
- Corporate Officer/Sole Proprietor Election form
- Local Union Contact List
- Inactive Status Request Form
- Change of Address Form

Collection Policies and Procedures

Please review the Collection Policies and Procedures carefully. This document explains the procedures for reporting and the guidelines that the Southern California Pipe Trades Administrative Corporation must follow if reports and/or payments become delinquent. Penalties for late reporting and payment can be very substantial and are enforced. Reports and payment are due in this office by the 10th of the month and will be considered delinquent if received or postmarked after the 15th. You may send reports and payment to either of the following addresses:

Office Address:

501 Shatto Place, Fifth Floor
Los Angeles, CA 90020

Union Bank of California Lockbox Address:

P.O. Box 512662
Los Angeles, CA 90051-0062

Employer Report Forms

There are two types of Employer Report Forms:

1. Forms to report monthly fringe benefit contributions (e.g. Health & Welfare, Retirement, Vacation, Dues, etc.)
2. Forms to report Defined Contribution Fund (401(k)) contributions. 401(k) contributions are pre-tax elective employee deferrals. An employee who wants to make deferrals must present you with an enrollment card showing the amount of pre-tax money per hour that must be deducted from his pay and be remitted to the Fund.

Enclosed are blank paper report forms for all agreements and job classes associated with your company. Once we receive a report from your office, we will automatically generate reports in subsequent months pre-printed with the names and job classes of the employees you reported for the previous month. You may then add names and social security numbers of new employees and/or delete terminated employees.

Whether or not you receive monthly report forms, you are still obligated to make your contributions timely.

All Employer Report Forms are available as Microsoft Excel spreadsheets and can be sent on a CD-ROM by mail or as an attachment by email.

You may be signed to multiple agreements or have members for different Locals to report. Please review your collective bargaining agreement carefully. Contact the Local if you have questions regarding wages or dues. The Local Union is responsible for dispatching the employees. They will furnish you with a dispatch slip. The dispatch slip indicates the employee's job class and information regarding the fringe benefit deductions. If we believe you have reported incorrectly, we will send you overage or shortage notices.

Plumbers & Pipefitters National Pension Fund and International Training Funds

Most agreements require contributions to the Plumbers & Pipefitters National Pension Fund and the International Training Fund. Although these funds are legally separate from the Southern California Pipe Trades Trusts, we do collect contributions for these two funds, and they will be included on your report forms. Should you have questions about contributions to these funds, please feel free to contact us. For other issues related to these funds please call or write:

Gary Mongold
PPNPF
(800) 638-7442 ext. 4425
103 Oronoco Street
Alexandria, VA 22314-2047

Southern California Pipe Trades Administrative Corporation

Contact Information

Phone: (213) 385-6161

Toll-Free: (800) 595-7473

Fax: (213) 385-2767
(213) 365-0699

Angela Panomchai (ext. 291)
Manager of Employer Compliance
and Contribution Processing
apanomchai@scptac.org

General employer compliance correspondence.
Delinquent fringe benefit payments and late penalties.

Lorraine Clayton (ext. 225)
Contractor Coordinator
lclayton@scptac.org

Agreements, corporate officer matters, current status
letters and issuing Microsoft Excel spreadsheets.

Maria Iglesias (ext. 232)
Delinquency Clerk
miglesias@scptac.org

Employer report forms, member pay stub claims.

Chang Choi (ext. 289)
Contribution Processor
chang@scptac.org

General correspondence regarding contribution forms
and shortage notices.

Maria Cuellar (ext. 288)
Contribution Processor
mcuellar@scptac.org

General correspondence regarding contribution forms
and shortage notices.

William Hernandez (ext. 264)
Reciprocity/Contribution Processor
williamh@scptac.org

Reciprocity issues and contribution correction notices.

Lily Heng (ext. 283)
Defined Contribution Coordinator
lily@scptac.org

Defined Contribution 401(a) & 401(k) issues.

You may also obtain assistance by calling 800-678-7526 and dialing 0 to speak to the operator who will direct your call.