**LIST OF REQUIRED MATERIALS TO BRING TO THE 2025 LM WORKSHOP**

**1. FINANCIAL SECRETARY’S CASHBOOK – HARD COPIES**

**2. TREASURER’S CASHBOOK**

**3. ALL BANK STATEMENTS FOR THE YEAR 2024 – FOR ALL ACCOUNTS**

**4. ALL INTEREST STATEMENTS FOR CHECKING, CD’S, MONEY MARKETS (IF APPLICABLE)**

**5. IF LOCAL UNION MAINTAINS SEPARATE BANK ACCOUNTS FROM THEIR REGULAR CHECKING ACCOUNT, THESE MUST ALSO BE AVAILABLE**

**6. W-2’S AND W-3’S FOR THE YEAR 2024**

**7. FORMS 431 (INDIVIDUAL EARNINGS RECORDS, YELLOW SHEETS) FOR THE YEAR 2024**

**8. TAX RECORDS (IRS FORM 941/944, STATE TAX, STATE UNEMPLOYMENT TAX)**

**9. FORM AR251 (ANNUAL REPORT) FOR THE YEAR 2024 – HARD COPY**

**\*\*\*MUST BE COMPLETED AND BALANCED PRIOR TO LM REVIEW SESSION\*\*\***

**10. ITEM 24 ON THE LM-3, “ALL OFFICERS AND DISBURSEMENTS TO OFFICERS”**

**\*\*\*MUST BE COMPLETED PRIOR TO THE LM REVIEW SESSION\*\*\***

**11. COPY OF PREVIOUS YEAR’S LM FORM**

**12. THE PIN NUMBER ISSUED BY THE DEPARTMENT OF LABOR FOR FILING ELECTRONICALLY – IF OBTAINED BY LOCAL PRIOR TO REVIEW**

**13. USER ID’S AND PASSWORDS FOR PRESIDENT AND TREASURER FOR ATTACHING ELECTRONIC SIGNATURES TO LM FORM – IF OBTAINED PRIOR TO REVIEW**