

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**