

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**