

U.S. Department of Labor  
Employment Standards Administration  
Office of Labor-Management Standards  
200 Constitution Avenue, NW  
Room N-5616  
Washington, DC 20210-0001

### Number of Copies

Complete one of the two blank copies included in the report package; do not use a photocopy of the form. The completed report must be filed with OLMS. A copy should also be maintained in the labor organization's records.

### Information Entry

Entries on the report should be typed or clearly printed in black ink. Do not use a pencil or any other color ink.

In all Items and Schedules dealing with monetary values, report amounts in dollars only. Do not enter cents. Round cents to the nearest dollar. Enter a single "0" in the boxes for reporting dollars if the labor organization has nothing to report.

#### *Entering Dollars:*

\$1,573,844 – do not enter cents

#### *Entering Zero:*

\$ \_\_, \_\_\_\_, \_\_ 0

#### *Entering "Yes" or "No"*

For items requiring a "Yes" or "No" answer, enter an "X" in the appropriate box. Do not use check marks or other marks.

### Schedules 1 Through 3 Continuation Pages

If the union is completing the report in paper format, multiple copies of the Initial Itemization Page and the Continuation Itemization Pages for Schedules 1 and 2 are included in the report package. More

copies of these pages may be ordered from any OLMS office.

If there is not enough space to report all the required information in Schedule 3, report additional information on the preprinted continuation pages that are included in the report package. More copies of these continuation pages may be ordered from any OLMS office.

In the space provided at the top of the page, enter the 6-digit (###-###) file number of the labor organization and the 7-digit (T###-###) file number of the trust as reported in Item 1 (File Number), the page number for each continuation page, and the total number of additional pages attached. Totals from any additional pages must be entered on the line provided in each schedule.

### Additional Pages

Some of the items on the report require that further details be provided in Item 25 (Additional Information). If there is not enough space in Item 25, enter the additional information on a separate letter-size (8 1/2 x 11) page(s), giving the number of the item to which the information applies. At the top of the page, enter the 6-digit (###-###) file number of the labor organization and the 7-digit (T###-###) file number of the trust as reported in Item 1 (File Number), the page number for each additional page, and the total number of additional pages attached.

## IV. PUBLIC DISCLOSURE

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U.S. Department of Labor