

## Frequently Asked Questions

The iRemit Contributions Reporting Correction Request Form (CRCRF) can be used to address most submission errors. The form should be completed and faxed to (215) 765-0497 or emailed to [iremit@ldc-phila-benefits.org](mailto:iremit@ldc-phila-benefits.org). Following is a list of *Frequently Asked Questions* for the most common errors for which the CRCRF can be used:

**1. What if I submitted too many hours?**

Please complete CRCRF and indicate the member(s), work month and the number of hours over-reported. We will contact you to advise you of the credit and or refund available to you.

**2. What if I paid for the wrong contribution month?**

Please complete CRCRF and indicate the member(s) and the number of hours, incorrect work month and correct work month. We will make the adjustments to our system and advise you when we are complete

**3. What if I paid under the wrong contract?**

Indicate the incorrect and correct contract on the CRCRF along with the work month.

**4. What if I paid an apprentice as a Journeyman?**

Please complete CRCRF and indicate the work month, employee's name and social security number, and the correct category. We will contact you to advise you of the credit and or refund available to you.

**5. What if I paid a Journeyman as an apprentice?**

Please complete CRCRF and indicate the work month, employee's name and social security number, and the correct category. We will contact you to advise you of the amount due to the funds.

**6. What if I submitted an incorrect social security number for an employee?**

Please complete CRCRF and indicate the work month, name, incorrect social security number reported, and the correct social security number of the employee.

**7. What if I submitted hours to your local union and/or jurisdictional area in error?**

You are responsible for submitting all hours worked by any employee performing covered work our jurisdictional area regardless of **HOME LOCAL STATUS**. Should you make contributions on an employee that did not perform laborers' work in our jurisdictional area please complete the CRCFF form and indicate the employee name, SSN, work month and hours paid in error. We will contact you to advise you of the credit and or refund available to you.

**8. What if I submitted hours under the wrong employee?**

Indicate the employee's name, social security number and the total hours for the correct employee, and the name and social security number of the employee for which the incorrect hours were submitted.

**9. What happens if a contractor has a credit and the job is final?**

Please indicate on the CRCFF that you are seeking a refund. Please indicate the work month(s). We will contact you to advise you of your refund.

**10. Can I use the CRCRF to correct a report submitted using the ADP system?**

Yes.

Other Frequently Asked Questions

**11. What if I have additional hours to submit for the same contribution month?**

You will need to create a new report in the iRemit system indicating the member's hours and work period to be covered.

NOTE: All corrections and anticipated refunds are subject to verification.