



Instructions for Completing a MPR-3 and MPR-2

The MPR-3 form is designed for the reporting of nine or fewer covered employees. This is pursuant to Article 6 of the Employees Benefit Agreement and Trust for the National Electrical Annuity Plan (NEAP) by an employer who recognizes the Brotherhood as the collective bargaining agency of their employees and who agrees with a Local Union of the Brotherhood or the Brotherhood to participate in the NEAP. When an employer has to report on more than nine employees in any one month, they should use the MPR-2 form for the employees in excess of nine.

The completed report is to cover all pay periods falling in a calendar month and is due at the Local Collection Agent's office not later than fifteen (15) calendar days after the last day of each month.

Important - Only employees who are covered by the bargaining agreement and employees covered pursuant to Article 6 of the Employees Benefit Agreement and Trust for the National Electrical Annuity Plan should be entered on the report.

Completing a MPR-3

Type of Business: Indicate the type of business organization in the appropriate space.

Name of Employer - This is the employer's complete name and the complete address of the main office, not the address of the job.

Local Union – Enter the number of the local union having jurisdiction where the work is being performed. When the employer is working away from his home local, a separate report must be filed for that job.

Employer's Federal Registration Number - This is the number used by the employer in the name and address section of the Federal Quarterly Withholding and Social Security Report.

Total Number Employed This Period - This is the total number of employees reported on the completed monthly payroll report.

Wage Rate Per Hour - Enter the appropriate Journeyman's effective Hourly Wage Rate for the area where the work is being performed.

Column 1 - Enter the Social Security number for each employee.

Column 2 - Enter each employee's last name followed by their first name and middle initial.

Column 3 - Enter the appropriate classification code for each employee. For a list of classification code (click here). – [Link to NEAP Job Class Codes.pdf](#)

Column 4 - For each bargaining unit employee, enter the actual elapsed clock hours from the time record (include vacation, sick leave, or other hours for which the employee has been compensated). Do not adjust their hours for premium pay hours (time and one-half or double time). For covered non-bargaining employees or covered "alumni", see the NEAP Reporting Procedures for Employees of a Covered Employer. – [Link to NEAP Employer Reporting Procedures.pdf](#)

Column 5 - Enter the actual gross earnings subject to withholding taxes for each bargaining unit employee. For covered non-bargaining or covered "alumni", see the NEAP Reporting Procedures for Employees of a Covered Employer. – [Link to NEAP Employer Reporting Procedures.pdf](#)

Column 6 - Enter worked or paid hours as determined by the related organization.

Column 7 - Enter wages as determined by the related organization.

Total This Page - Enter the total number of hours and gross pay in columns four, five, six and seven.

Completing a MPR-2

When an employer has to report on more than nine employees in any one month, an MPR-2 form should be used.

Page Number - Insert the page number

Complete Form - Complete the form with all requested information.

Total This Page - Enter the total number of the hours and total gross pay in columns four and five.

Preparing Totals

Grand Total All Pages - When a report consists of more than one page, the totals should be added and inserted on page one opposite Grand Total All Pages. The total number of pages for the report, should be entered in the space provided.

Computation of NEBF Contributions - Three percent of the Grand Total of column five on page one should be entered in the space immediately below column five and a check drawn to the order of the **National Electrical Benefit Fund** for the amount and forwarded with the report to the National office.

Computation of NEAP Contributions - For contributions based on hours, enter the NEAP rate on the line provided. Multiply the rate by the NEAP Total Clock Hours in column 6 and enter the contribution amount in the space provided. For contributions based on percentage of gross earnings, enter the NEAP percentage amount on the line provided. Multiply the Total NEAP Gross Earnings in column 7 by the percentage amount and enter the contribution amount in the space provided. A check is to be drawn to the order of **National Electrical Annuity Plan** for the amount and forwarded with the report to the National office.

Signature - The report should be signed in the name of the employer by its authorized agent giving title of authority and the date.