



BACPAC

Bricklayers and Allied Craftworkers
Political Action Committee

The BACPAC Manual:
How to use the Power of Political Action Check Off
To Defend America's Working Families

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This training manual is designed to explain the basics of check off. The laws regulating check off and other political action activities are complex. We have attempted to simplify and clarify the requirements, but you must spend sufficient time to familiarize yourself with the various procedures.

Our opponents know how to use the regulations to their advantage. We must also make the extra effort to learn how to use the law to help us. Check off will help us fight back by supporting candidates concerned about the welfare of working people.

Reminder: This manual should provide most of the information you need on check off. However, we could not include all the answers in this limited format. If you still have questions regarding check off please contact the Government Relations Department before proceeding with your program.

CHECK OFF: A VOLUNTARY CONTRIBUTION

Check off to BACPAC allows a member to authorize a voluntary contribution to be deducted from his or her check and sent directly to BACPAC. Remember that BACPAC check off and BACPAC contributions must be voluntary funds, that is, they must be collected from members who have been informed that: they are not required to contribute as a condition of membership in the union or of employment; a member donates of his own free will; a member can stop giving whenever he wishes; and that contributions to BACPAC will be used for political purposes.

- ⚡ Members cannot check off part of their dues as a contribution to BACPAC. Members may authorize a deduction from their pay, vacation fund or savings since those funds belong exclusively to the member.
- ⚡ Check off contributions and any other contributions to BACPAC must be kept separate from all other monies handled by the local, its fund administrator and its officers. This means that these contributions should not be deposited into a union's treasury account or into a union member or officer personal account.
- ⚡ Only union members may be solicited to sign a check off authorization card. Check off cannot be based on a vote by the local's membership. Each member must make his or her own decision and sign a separate authorization card.
- ⚡ The check off authorization must contain language that meets the requirements of the Federal Election Campaign Act. Contributions to BACPAC must be forwarded to BACPAC within 30 days of receipt if the contribution is \$50 or less and within 10 days of receipt if the contribution is over \$50.00

IMPLEMENTING THE CHECK OFF

Now that you know what check off of voluntary political contributions is, how does the local implement the system? Basically, there are five ways to get check off:

1. Negotiate with the employer
2. Use the vacation fund
3. Use a savings fund or credit union
4. Electronic transfer of funds
5. In some instances, demand check off and get it

1. Negotiating Check off

BACPAC check off is a legitimate item for collective bargaining that can be negotiated just like any other contract demand regardless of any state law limiting payroll deductions.

Ideally, a BACPAC check off program should be negotiated as part of a local's overall collective bargaining agreement with an employer. However, where a local is presently a party to a collective bargaining agreement that does not include a BACPAC check off clause and doesn't want to wait for the next round of contract talks to start BACPAC check off, it may request separate negotiations with its employer(s) over instituting a BACPAC check off program. Some employers have been willing to agree to BACPAC check off based on a local's request for it. Like any other supplemental agreement, your supplemental agreement on political check off should be in writing to avoid possible problems in the future. Also, just as in dues check off, the only point the employer is agreeing to is that he will make a deduction and transfer payment to the proper agent, therefore, there should be no specific amount mentioned in your agreement.

Sample contract language and a sample authorization form can be found below.

IMPLEMENTING THE CHECK OFF (continued)

SAMPLE CONTRACT LANGUAGE FOR POLITICAL CHECK OFF

"The Employer agrees to deduct an amount from the pay of each employee, who is a union member and who executes a voluntary check off authorization form for the Bricklayers and Allied Craftworkers Political Action Committee (BACPAC). Deductions shall be in the amount and at the intervals specified on the check off authorization form. The Employer agrees to transmit BACPAC deductions to the Treasurer of BACPAC in care of the (specify local union, fund administrator, or IPF). These transmittals shall occur on a (specify weekly, monthly) basis, and shall be accompanied by a list of the names of those employees for whom BACPAC deductions have been made and the amount deducted for each employee.

The deduction shall continue for the life of this agreement for those employees who sign BACPAC authorization forms unless they are revoked individually and in writing."

IMPLEMENTING THE CHECK OFF (continued)

SAMPLE LOCAL UNION OFFICER CHECK-OFF AUTHORIZATION FORM

I hereby authorize Local _____ of the International Union of Bricklayers and Allied Craftworkers to deduct from my pay the amount indicated below, and to send such amount to the Treasurer of the International Union of Bricklayers and Allied Craftworkers Political Action Committee ("BACPAC") as part of the local union's monthly report or through other approved means within 30 days of deduction:

- _____ I authorize a payroll deduction of one percent (1%) of my base salary.
- _____ I authorize a payroll deduction of one-half of one percent (.5%) of my base salary.
- _____ I authorize a payroll deduction of \$_____ per pay period.
- _____ I do not authorize a payroll deduction, but I want to support BACPAC; please find enclosed my personal check for \$ _____ payable to BACPAC.

This authorization is voluntarily made based on my understanding of the following:

- ≠# The making of contributions to BACPAC is not a condition of membership in the union or employment by my employer.
- ≠# I am free to refuse to contribute without fear of reprisal or discrimination.
- ≠# My contribution to BACPAC will be used for political purposes, including the support of candidates for federal, state and local office and issues of public concern.
- ≠# The amounts suggested for contribution above are only suggestions. I can contribute more or less than these amounts, and the amount I contribute, or my refusal to contribute, will not benefit or disadvantage me with the union.
- ≠# I understand that I may revoke this authorization at any time with written notice to the Treasurer of BACPAC.

(Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation and name of employer of individuals whose contributions exceed \$200.00 in a calendar year.)

Name _____ Signature _____

Social Security # _____ Date _____

Mailing Address _____

City/State/Zip Code _____

Name of Employer _____ **Occupation** _____

Local and State _____

Contributions or gifts to BACPAC are not deductible as charitable contributions for federal income tax purposes.

IMPLEMENTING THE CHECK OFF (continued)

SAMPLE AUTHORIZATION FORM FOR POLITICAL CHECK OFF

I hereby authorize Local _____ of the International Union of Bricklayers and Allied Craftworkers to deduct _____cent(s) per hour from my hourly wages, and to send such amount to the Treasurer of the International Union of Bricklayers and Allied Craftworkers Political Action Committee ("BACPAC") as part of the local union's monthly report or through other approved means within 30 days of deduction.

This authorization is voluntarily made based on my understanding of the following:

- €# The making of contributions to BACPAC is not a condition of membership in the union or employment by my employer.
- €# I am free to refuse to contribute without fear of reprisal or discrimination.
- €# The amount I contribute, or my refusal to contribute, will not benefit or disadvantage me with the union.
- €# My contribution to BACPAC will be used for political purposes, including the support of candidates for federal, state and local office and issues of public concern.
- €# I understand that I may revoke this authorization at any time with written notice to the Treasurer of BACPAC.

(Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation and name of employer of individuals whose contributions exceed \$200.00 in a calendar year.)

Name _____ Signature _____

Social Security # _____ Date _____

Mailing Address _____

City/State/Zip Code _____

Name of Employer _____ Occupation _____

Local and State _____

Contributions or gifts to BACPAC are not deductible as charitable contributions for federal income tax purposes.

Return this form to your local union business manager.

IMPLEMENTING THE CHECK OFF (continued)

2. Vacation Fund Deductions

Voluntary funds may be raised from BAC members by asking them to authorize a check off contribution to BACPAC from their vacation fund. Vacation fund deductions are a permissible source of voluntary contributions since the money belongs to the contributing member, and not to the employer or the union. Using a vacation fund check off does not require any negotiations with the employer.

A vacation fund check off, like any other BACPAC check off must be based on each participating member signing an individual authorization card. The following conditions must also be met to ensure that a vacation fund deduction complies with the Employee Retirement Income Security Act of 1974 (ERISA):

- a. The plan documents of the vacation fund must state that benefits payable under the plan may, at the direction of the participant, be paid to a third party rather than to the participant or beneficiary.
- b. The deduction for BACPAC must be made at those times the vacation plan provides for its payment. This is generally done on a semiannual or annual basis. All contributions deducted via the vacation fund check off must be sent to BACPAC within 10 or 30 days from the date of the deduction, depending on amount.
- c. Each participant must inform the vacation fund trustees in writing on a form containing language duplicated on the next page that he authorizes a deduction to be made to BACPAC.

A sample vacation fund authorization form appears on the next page.

IMPLEMENTING THE CHECK OFF (continued)

SAMPLE VACATION FUND AUTHORIZATION FORM

"I hereby authorize and direct the (name of vacation fund) Fund to deduct from the vacation benefits payable to me from the Fund the sum of _____ cent(s) per contributed hour at such time as I am legally entitled to receive this money and to remit the same to the Bricklayers and Allied Craftworkers Political Action Committee (BACPAC).

This authorization is voluntarily made based on my understanding, that the making of these contributions to BACPAC is not a condition of membership in the Union or of employment with the employer; that I am free to decide not to contribute to BACPAC without reprisal; that my contribution will be used for political purposes, including the support of candidates for federal, state and local office. [If a guideline amount is suggested that the amount indicated above is only a suggestion and that I am free to contribute a greater or lesser amount through other available and lawful means without being favored or disfavored by the union for doing so.] I expressly reserve the right to revoke this authorization at any time in writing."

Contributions or gifts to BACPAC are not deductible as charitable contributions for federal income tax purposes. Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation, and the name of employer of individuals whose contributions exceed \$200 per calendar year.

Name _____

Address _____

Occupation _____

Name of Employer _____

Social Security # _____

Signature _____ Date _____

Note: Include the information in brackets only when the form contains a suggested amount for the contribution.

IMPLEMENTING THE CHECK OFF (continued)

3. Savings Account or Credit Union Check off

Savings account check off is another non-contractual means of providing BAC members the opportunity to contribute to BACPAC through check off. Members who wish to check off BACPAC contributions from their savings accounts can do so by arranging a check off program in cooperation with the bank or credit union where they maintain their savings accounts.

To do this, members must sign individual BACPAC check off authorization forms, like the one on the next page, authorizing the bank or credit union to deduct a certain amount from their savings account and transfer it to BACPAC.

Since federal law requires that contributions to BACPAC be transmitted to BACPAC within 10 or 30 days from the day they are made, depending on amount; members should arrange for the bank or credit union to deduct their contributions on the same day so that they can be transmitted to BACPAC together.

In some instances members may be using a payroll deductions plan to check off part of their wages into their savings accounts. In these situations, BACPAC check off deductions should be made only after the savings money has been transferred by the employer to the holder of the savings accounts and has been deposited into the members' accounts. This will allow the deduction to be made by the bank or credit union not the employer.

Where members save through a credit union, and want the credit union to check off part of their savings for BACPAC, it may be necessary for the credit union board to pass a formal resolution authorizing the credit union to set up a BACPAC check off plan. A sample motion appears on the next page. Credit union check off plans must also conform to state banking laws and the Federal Credit Union Act. Because of the complexity of these laws it is a good idea to have a credit union check off plan reviewed by your local counsel.

Finally, if a bank or credit union incurs additional operating costs in order to implement a BACPAC check off plan for BAC members these costs must be reimbursed by either the members or the local union. Locals can use treasury money to pay these administrative costs when necessary.

MOTION TO BE PASSED BY GOVERNING BODY OF CREDIT UNION

"Moved that the (name) _____ credit union agree to deduct contribution for the Bricklayers and Allied Craftworkers Political Action Committee (BACPAC) from the accounts of members of the Bricklayers and Allied Craftworkers Local Union (number) who authorize such deductions that these contributions be remitted to the Treasurer of BACPAC in the manner arranged by BAC Local _____.

IMPLEMENTING THE CHECK OFF (continued)

SAMPLE SAVINGS ACCOUNT OR CREDIT UNION AUTHORIZATION FORM

"I hereby authorize the (name of bank or credit union) to deduct from my account the sum of \$_____ each (designate period) and to transfer that amount to the Bricklayers and Allied Craftworkers Political Action Committee (BACPAC).

This authorization is voluntarily made based on my understanding that the making of these contributions to BACPAC is not a condition of membership in the Union or of employment with the employer; that I am free to decide not to contribute to BACPAC without reprisal; and that my contribution will be used for political purposes, including the support of candidates for federal, state and local office; [that the amount indicated above is only a suggestion and that I am free to contribute a greater or lesser amount through other available and lawful means without being favored or disfavored by the union for doing so.] I expressly reserve the right to revoke this authorization at any time in writing."

Contributions or gifts to BACPAC are not deductible as charitable contributions for federal income tax purposes. Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation, and the name of employer of individuals whose contributions exceed \$200 per calendar year.

Name _____

Address _____

Occupation _____

Name of Employer _____

Social Security # _____

Signature _____ Date _____

Note: Include the information in brackets only when the form contains a suggested amount for the contribution.

IMPLEMENTING THE CHECK OFF (continued)

4. Electronic Funds Transfer

In situations where many members of a local union and the local use the same bank, it may be possible to persuade the bank, at the individual member's request to transfer funds from the requesting members' accounts to the BACPAC fund held by the bank. In many areas different bank chains are linked with each other by computer. It is possible to have money moved electronically from a member's account in one bank to the voluntary political fund held in another bank. The bank holding the PAC fund is likely to agree to process the fund transfers at no charge in exchange for an interest free BACPAC account.

5. Nonnegotiable Right to Check off

This last alternative might not be suitable for your local at this time. However, you should keep it under consideration if it becomes appropriate at a later date.

Under federal election law, if your employer uses a payroll deduction plan (check off) or it is used by any of your employer's subsidiaries, branches, divisions or affiliates to collect contributions from its managerial, non bargaining employees and/or shareholders for its PAC, then the union has an automatic, non negotiable right to use a payroll check off system for its members to make voluntary contributions to BACPAC. Remember that under this law the union is entitled to use any and all methods of solicitation that the corporation is using.

To exercise these rights, you first have to find out whether the employer, or any of its branches, divisions or affiliates has a check off plan for its PAC. If it does, the local union must write to the employer officially informing him that BACPAC is exercising its right to use political check off. A sample letter appears on the next page.

The union, however, must reimburse the employer for any costs incurred in administering the plan. Please contact the IU if you need any assistance in determining whether your employer uses check off.

IMPLEMENTING THE CHECK OFF (continued)

SAMPLE LETTER REQUESTING CHECK OFF

"(Name of Local Union) represents members working for your corporation including its subsidiaries, branches, divisions, and affiliates. The Federal Election Campaign Act Amendments of 1976 provide that:

'Any Corporation, including its subsidiaries, branches, divisions and affiliates, that utilize a method of soliciting voluntary contributions or facilitating the making of voluntary contributions, shall make available such method, on written request and at a cost sufficient only to reimburse the corporation for the expenses incurred thereby, to a labor organization representing any members working for such corporation, its subsidiaries, branches, divisions and affiliates.'

This letter is the written request that will oblige you to make available to us the methods of soliciting voluntary contributions, or facilitating the making of voluntary contributions, used by the corporation (including its subsidiaries, branches, divisions and affiliates).

We request that you state to us the methods of soliciting voluntary contributions or facilitating the making of voluntary contributions used by the corporation (including its subsidiaries, branches, divisions and affiliates). We will then determine which of these we will also use.

This request is made on the understanding that our correlative rights are qualified by the obligation to reimburse the corporation for any actual expenses that may be incurred thereby.

To minimize unnecessary paperwork, this request is intended to be of a continuing nature. If the corporation, its subsidiaries, branches, divisions and affiliates determine in the future to utilize a method of soliciting voluntary contributions or facilitating the making of voluntary contributions, we expect to be promptly advised of that action. We will then determine whether or not to take advantage of our correlative rights."

IMPLEMENTING THE CHECK OFF (continued)

TRANSMITTAL AND ACCOUNTING PROCEDURES FOR CHECK OFF FUNDS

The Federal Election Campaign Act requires that voluntary contributions collected for BACPAC be kept separate from any other funds from the moment of their receipt. The law also requires that contributions be forwarded to BACPAC within set time periods. These rules are explained in detail below:

1. Voluntary Money should not be Co-mingled

Federal election law requires that contributions collected for BACPAC must be kept separate from any other funds from the moment they are received. This means that check off or other types of BACPAC contributions must never be deposited into the same bank account with a union's treasury funds, jointly trustee funds (welfare, pensions, etc.), or with the personal funds of union officers or members. If BACPAC contributions are mixed in with other types of union funds or personal funds, the money loses its voluntary character and cannot be used by BACPAC in connection with federal elections.

2. Bank Accounts

To be sure that BACPAC money is kept separate from other funds, a local that intends to raise voluntary money for BACPAC should establish a separate non-interest bearing checking account to be used solely for the deposit and transmittal of members' voluntary contributions to BACPAC. This account should be called the "BACPAC Voluntary Account". No contributions to candidates or expenditures should be made from this account. The BACPAC Voluntary Account should only be used to deposit BACPAC voluntary contributions and to transmit them to BACPAC.

3. Timing

Federal law requires that contributions of \$50 or less must be forwarded to BACPAC within 30 days from the date they are received. Contributions of more than \$50 must be forwarded within 10 days of receipt.

IMPLEMENTING THE CHECK OFF (continued)

Transmittal Procedures

Check off contributions should be transmitted to BACPAC by one of the methods described below:

1. Employer Remits BACPAC Check off in a Separate Check

The easiest way for a local to transmit voluntary check off contributions to BACPAC is to arrange for its employers to send it a separate check for members' BACPAC deductions for each pay period. The check should be deposited into the local's BACPAC Voluntary Account immediately. Within 30 days from the date the employers' checks arrived, the local must send a check for the amount remitted by the employers to BACPAC along with a Contribution Transmittal Report (see report form on page 16) indicating the number of members making check off contributions, the amounts contributed by each member, and the date of the contributions. The local should also keep a copy of the report in its files.

2. Employers Remit BACPAC Contributions in a Combined Check With Other Check Off/Contribution Funds

When a local union or local fund administrator receives a combined check from an employer containing members' BACPAC check off contributions as well as other types of check off deductions (union dues) and benefit plan contributions (welfare, pensions, promotion, apprenticeship, etc.), the combined check should be split deposited. In other words, the union should ask the bank to break out the various deductions by amount, to deposit the BACPAC check off deductions into the BACPAC Voluntary Account and to deposit the remaining deductions and contributions into the appropriate fund accounts. A split deposit is the easiest method to keep voluntary money separate from union dues and other funds from the moment it is first received.

If a local or fund administrator is unable to arrange for the split deposit of a combined check, it must establish a separate, non-interest bearing clearing account. The clearing account should be used solely to deposit a combined check and to immediately transfer the funds into the other accounts.

IMPLEMENTING THE CHECK OFF (continued)

The local or administrator should follow the procedure below when using a clearing account:

- ⚡ Deposit the combined check from the employer into its non-interest bearing clearing account.
- ⚡ Immediately write a check on that account for the amount remitted as BACPAC check off contributions to the BACPAC Voluntary Account.
- ⚡ Immediately write checks on the clearing account transferring other deductions and/or contributions to the fund accounts.
- ⚡ Within 30 days from the date it receives the combined check from an employer, the local or administrator must write a check on its BACPAC Voluntary Account to BACPAC for the total amount of BACPAC contributions remitted by the employers, and send it to BACPAC along with a Contribution Transmittal Report.

3. Employer Remits BACPAC Check off in Combined Check to the International Pension Fund

Locals may have an agreement, that provides that their area employers remit their members' BACPAC check off contributions in a combined check with the employers' pension and IMI contributions to the International Pension Fund. If a local chooses to transmit members' BACPAC contributions in this manner, the IPF administrator should deposit the combined check into a non-interest bearing clearing account and immediately send a check for the BACPAC contributions to BACPAC. The administrator's check should be accompanied by a Contributions Transmittal Report indicating the number of members making BACPAC contributions via check off, the amount contributed by each member, and the date of such contributions. BACPAC check off contributions transmitted in this manner must reach BACPAC within 30 days of the date the IPF receives the combined check from an employer.

IMPLEMENTING THE CHECK OFF (continued)

4. Vacation Fund Check off

In the event that a local's members use vacation fund check off to contribute to BACPAC, BACPAC contributions are deducted only at those times the vacation plan provides for a payout to members. Locals should instruct the vacation plan administrator to either:

- a) Transmit members' BACPAC deductions directly to BACPAC within 10 or 30 days from the date of the pay out, depending on amount; along with a Contributions Transmittal Report; or
- b) Transmit members' BACPAC deductions to the local's BACPAC Voluntary Account immediately after pay out, at which time the local must send BACPAC a check in the appropriate amount (accompanied by a Contribution Transmittal Report) within 10 or 30 days from the date of the pay out, depending on amount.

5. Savings Account or Credit Union Check off

Locals using savings account or credit union check off should arrange for the administrator of those accounts (i.e., the bank or credit union) to deduct members' BACPAC contributions on the same day of the month. The bank or credit union should then send a check for the total amount deducted for BACPAC that month, directly to BACPAC or to the local's BACPAC Voluntary Account. In either case, the BACPAC check off contributions must be transmitted to BACPAC within 10 or 30 days from the date they are deducted, depending on amount; accompanied by a Contributions Transmittal Report (see next page).

BACPAC CONTRIBUTION TRANSMITTAL REPORT

Please complete and attach one copy of this report to your transmittal checks for BACPAC. Keep one copy of the report in your files. NOTE: Federal law requires that all contributions to BACPAC in the amount of \$50 or less must be forwarded to BACPAC within 30 days of their receipt. Contributions in excess of \$50 must be forwarded to BACPAC within 10 days of their receipt.

Date Contributions Received by Local / agent _____

Date Contributions mailed to BACPAC _____

Total amount Remitted \$ _____

Name, Address, and Amount(s) Contributed by Each Member and the basis of the contribution (e.g. cents per hour or \$ __ per pay period)

Pay Period During Which Deductions Were Made:

To: (month)(day)(year) From: (month)(day) (year)

Number of employee hours involved: _____

Number of members contributing: _____

BAC Locals Whose Members' Contributions Are Included In this Transmittal:

#LOCAL	STREET ADDRESS	CITY AND STATE	ZIP
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Report submitted by: (first name) (initial) (last name)

(title)

(phone number)

(local)

(street address)

(city and state)

(zip)

Send this form and contribution check to:
Bricklayers and Allied Craftworkers Political Action Committee
1776 Eye Street N.W., Washington DC 20006. Phone: 202-383-3116

RECORDKEEPING

A. Records Required By Law

Locals must keep the following records of contributions as a matter of federal election law:

1. Contributions of \$50.00 or Less:

Record the date and amount of the contribution. If collected through a mass collection, locals must keep a record of the date of the collection, the total amount collected, and the name of the function at which the collection is made. The local or its agents must send this information along with the contributions to BACPAC within 30 days from the date the contributions are received.

Record the name, address, occupation, and employers of every member who has signed a BACPAC check off authorization card.

2. Contributions of More Than \$50.00:

Locals collecting contributions for BACPAC in amounts greater than \$50.00 in the aggregate per year must keep records of the name of the contributor, his address, the date of the contribution and the amount collected. The local or its agents must forward this information to BACPAC along with the contribution within 10 days from the date the contribution is received.

3. Contributions of More Than \$200.00 or Aggregating More Than \$200.00 Per Year

Where an individual contributor makes or based on the amount of his or her check off is expected to make a series of small contributions that total more than \$200.00 in one calendar year or makes one contribution in an amount greater than \$200, a local must keep a record of the date and amount of the contribution, the full name of the contributor, his mailing address, his occupation and the name of his employer. This information must be transmitted to BACPAC as soon as the contribution is made or in the case of check off as soon as the check off card is signed.

RECORDKEEPING (continued)

B. Internal Records

In order to ensure that BACPAC has sufficient information on the source of its contributions, locals should comply with the following instructions:

1. Contribution Transmittal Report

Locals transmitting BACPAC check off contributions to BACPAC from their BACPAC Voluntary Account should send a BACPAC Contribution Transmittal Report with each check. A copy of the report should also be kept in the local's files. A Contribution Transmittal Report should also accompany transmittals of BACPAC check off contributions from employers, fund administrators, banks, credit unions, or any other source to BACPAC.

2. Information That Should Be Kept in a Local's Files

A local whose members are checking off contributions to BACPAC should keep the following information in its files: (1) copies of members' signed authorization forms; (2) an up-to-date list of all members who have authorized BACPAC check offs including their full names, addresses, and, the names of their employers; (3) copies of all BACPAC Contribution Transmittal Reports; (4) copies of employers' payroll remittance forms showing the amounts deducted for each member during a pay period; (5) bank records (deposit slips and checks) for their BACPAC Voluntary Account; and (6) copies of the written materials, if any, the local uses to solicit BACPAC contributions from its members.

3. Information Locals Should Send to BACPAC

- a. A copy of the BACPAC check off authorization form the local is using
- b. A list of the names and addresses of the local's members who have signed BACPAC authorization forms. The names, addresses, occupation and employer of any member who has made a contribution of \$50 or more or has signed a check off card authorizing an amount that will total more than \$200 per year
- c. A copy of the contract language or supplemental agreement covering BACPAC check off that the local has negotiated with its employers.
- d. A description of the transmittal procedure that the local is using to transmit check off contributions to BACPAC.
- e. Where applicable, a copy of the vacation fund plan's language allowing the transfer of vacation plan benefits to a third party

SOLICITING FUNDS FOR BACPAC

- ⚡ All contributions to BACPAC must be completely voluntary
- ⚡ Contributing to BACPAC may not be a condition of membership in the union or employment by the employer.
- ⚡ Contributions may be solicited only from the union's members and their immediate families
- ⚡ Any member who is solicited for a contribution to BACPAC must be informed that he has a right to refuse to contribute without reprisal and that his contribution will be used for political purposes including contributions and expenditures in connection with federal, state and local elections

PRINTED DISCLAIMER

Any communication concerning BACPAC, including letters, articles, newsletters or brochures, that discuss the importance of BACPAC and urges BAC members to support BACPAC through voluntary contributions must contain the following information:

"Contributions to BACPAC are voluntary and are not a condition of membership in the BAC or of employment with any employer. Members may refuse to contribute without reprisal. Contributions to BACPAC will be used to make contributions to candidates for federal, state and local office. BACPAC does not solicit or accept contributions from persons other than BAC members and their immediate families."

Communications that solicit BAC members' contributions for BACPAC may not be sent to nonmembers, nor to the general public.

CONCLUSION

We hope that this manual has helped to clarify the various BACPAC check off procedures and legal requirements that must be followed by each local union. The procedures are not very difficult or time consuming, but it is important that you spend the time to become familiar with them. Please don't hesitate to contact the IU if you have any questions concerning any of the check off areas. If you are uncertain about any of the procedures, call the Government Relations office, at (202)-383-3116 before you begin your program.