

2024 DUES REPORTING FORM INSTRUCTIONS

Thank you for your membership in MCAA! The instructions below are intended to assist you in navigating the options for reporting and paying your dues.

**OVERVIEW**

Dues payments are calculated by multiplying .09 times each labor hour for pipe fitters and plumbers, including general foremen, foremen, journeymen, servicemen, apprentices, helpers and tradesmen in your employ in any UA Jurisdiction (construction and service work). The 2024 dues have been set at 9 cents per labor hour with a minimum of $1,080 and a maximum of $27,000 per branch office. If you are members of both MCAA and MSCA, only one minimum dues payment is required.

**If your labor hours did not exceed minimum hours requirement of 12,000 hours in 2022, you will receive an invoice to prepay the 2024 minimum annual dues of $1,080.** Companies who pay the minimum dues upfront are still required to submit monthly hours reports until the 12,000-hour threshold is passed- at which time additional dues payments will need to be remitted with the monthly reports until the 300,000-hour maximum threshold is achieved.

If your dues payments reach the maximum of $27,000, no further reports are required.

**Dues should be submitted monthly by the 15th of the following month.** At the end of each month worked, there will be a 30-day grace period for the payment of dues for that period. If the dues continue to be unpaid past 30 days, from day 30 through 60 your company will have a delinquent status. After 60 days, you will lose your status of being “a member in good standing” and all MCAA resources will be paused until dues have been paid.

**If you are a member of a Local Association that pays minimum dues on your behalf, it is your responsibility to file monthly dues reports on all hours worked and pay any dues owed in excess of the minimums paid by your Local.**

Firms operating established branch offices - not job offices for a single project - should follow the instructions above using the same minimum and maximum dues for each branch office.

**INSTRUCTIONS FOR COMPLETION OF THE DUES REPORTING FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| All Construction Hours Worked This Period |  | Construction  Dues  (A) | All Service Hours Worked This Period |  | Service  Dues (B) | **A+B**  Dues Payable  This Report |
|  | X .09 = |  |  | X .09 = |  |  |
| Credit Balance (if any) | | | | | | -$ |
| Adj. Credit Balance or Balance Due | | | | | | $ |

***All dues should be reported under the I.D. number that appears next to your company as referenced above.***

**Contractors reporting construction hours:**

## Please fill in only the “Construction Hours” related boxes - columns 1, 3, & 7 in the above illustration. 2024 dues are 9 cents per labor hour, with a minimum of $1,080 (9 cents x 12,000 hours) and a maximum of $27,000 (9 cents x 300,000 hours) per branch office.

Contractors reporting service hours:

## Please fill in only the “Service Hours” related boxes - columns 4, 6 & 7 in the above illustration. 2024 dues are 9 cents per labor hour, with a minimum of $1,080 and a maximum of $27,000 per branch office.

**Contractors reporting both construction and service hours:**

* Please report both construction and service hours worked on one form, by filling in columns 1 through 7. 2024 dues are 9 cents per labor hour, with a minimum of $1,080 and a maximum of $27,000 per branch office.

**DOWNLOADABLE DUES REPORTING FORM**

Downloadable digital copies of the Membership Dues Reporting Form are available at: <https://www.mcaa.org/wp-content/uploads/2024/01/2024-Membership-Dues-Form-A-Lockbox_FillableForm.pdf>.

**PAYMENT INSTRUCTIONS**

In 2024, members have the option to pay monthly dues by check or credit card:

* To pay by check, please make the check payable to **MCAA**. Please complete and enclose the attached Dues Reporting Form with your payment. This form can be used to report both mechanical construction and/or service hours in a single submission. **Please be sure to enclose a copy of the report with your payment.**
* To report and pay dues online by credit card, go to <https://www.mcaa.org/2024-contractor-member-dues/>.

**Please remit dues monthly by the 15th of the following month**.

As always, if your local association has regularly paid dues for your company on hours worked in its local jurisdiction, please use these forms to report hours worked *outside* that association’s jurisdiction. As in the past, if you have paid MCAA or MSCA *directly* on construction or service hours, please continue to do so.

Please note, our remittance address is:

**MCAA**

**Department 0749**

**Washington, DC 20073-0749**

If you have any dues related questions, please contact Jocelyn Jackson ([jjackson@mcaa.org](mailto:jjackson@mcaa.org)). Our phone number is 1-800-556-3653.