

# Lost Time Claim Form

Please Complete One Form per Union Activity. Submit to Local Treasurer for Processing.

*Note: In order to file a lost time claim, you must have on file in the Council 5 payroll office an IRS W-4 and an Immigration and Naturalization Service Form I-9, both of which are available on the Local 668 web site along with instructions. Each form need only be filed once, unless you wish to make changes. The Local Treasurer signs off on the INS I-9 form and forwards all paperwork to Council 5. No personal records are kept by the Treasurer.*

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_

## Claim Information

Purpose (Activity) \_\_\_\_\_  
Please be specific

Activity Location \_\_\_\_\_

Activity Date(s) \_\_\_\_\_

Total Hours \_\_\_\_\_ X Hourly Pay Rate \$ \_\_\_\_\_ = Total Claim Amount \$ \_\_\_\_\_

\_\_\_\_\_  
*Signature*

## For Office of the Treasurer Use Only

Date Received \_\_\_\_\_

Approved by Treasurer \_\_\_\_\_

Approved by Other \_\_\_\_\_

Position \_\_\_\_\_

Date Submitted to Council 5 \_\_\_\_\_

Payroll  
Form ID \_\_\_\_\_