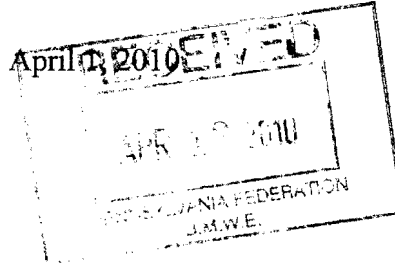




Brotherhood of Maintenance of Way Employees Division of the International Brotherhood of Teamsters

Freddie N. Simpson
President

Perry K. Geller, Sr.
Secretary-Treasurer



SLCORR

ALL LOCAL LODGE
SECRETARY-TREASURERS

Re: Annual U.S. Labor Department Reports

Dear Sirs and Brothers:

This is in reference to Report Form's LM-3 or LM-4, which are required to be filed with the U.S. Department of Labor, containing financial information about your local lodge for the fiscal year ended March 31, 2010. Form LM-3 is required to be filed by local lodges that had \$10,000.00 or more in **total annual receipts** for the fiscal year. Form LM-4 is required to be filed by local lodges that had less than \$10,000.00 in **total annual receipts** for the fiscal year.

The Department of Labor is no longer automatically mailing the LM Forms and instructions to lodge secretary-treasurers at the end of the fiscal year, therefore, you must determine which form your lodge is required to file. If you are unsure which form to file, refer to Item 16 on page 3 of this letter for instructions on how to calculate your lodge's **total annual receipts** for the fiscal year.

If your lodge is required to complete Form LM-3, contact National Division at (800) 848-8830, ext. 604 and the report will be completed and sent to you for signatures. Please be reminded that National Division cannot complete Form LM-3 without a full fiscal year of quarterly audit reports. In other words, we must have correct quarterly audit reports covering the period April 1, 2009 through March 31, 2010.

If your lodge is required to complete Form LM-4, you must first check Attachment 'C' of this letter to see if your lodge number is listed there. Attachment 'C' is a list of lodges that National Division processed salary payments for during the past fiscal year. If your lodge number appears on Attachment 'C', National Division will automatically complete Form LM-4 and send it to you for signatures, again, as long as we have a full fiscal year of correct quarterly audit reports.

If your lodge number is not listed on Attachment 'C', it is your responsibility to complete Form LM-4 in accordance with the following instructions:

20300 Civic Center Drive, Suite 320
Southfield, MI 48076
Telephone 248.948.1010 Facsimile 248.948.7150
www.bmwe.org



FORM LM-4 INSTRUCTIONS

The U.S. Department of Labor encourages the use of their electronic forms software for completing Form LM-4. The software is available at their website address, www.olms.dol.gov by going to the 'Most Requested' section and clicking on 'Forms and Instructions'. If you prefer, you can download and print out a non-interactive version of Form LM-4 from the same website, complete it manually, and mail the signed form to the Department of Labor. If you have difficulty downloading or using the electronic form, please call the OLMS toll-free Help Desk at (866) 401-1109. You can also order Form LM-4 by e-mailing your request to olms-public@dol.gov or by calling the Department of Labor's National Call Center toll-free at (866) 487-2365 or the OLMS National Office at (202) 693-0123 or (202) 693-0124.

The following instructions are specifically written to guide you in completing the paper version of Form LM-4, however, these instructions should also be used to complete the electronic version of Form LM-4 as well.

Form LM-4 must be completed in triplicate and all information must be typed or clearly printed in 'Black Ink' using capital letters only. Also, all amounts entered in Items 14 through 18 must be rounded off to the nearest dollar. If your lodge has nothing to report in Items 14 through 18, then enter a single '0' in the box. For items requiring a 'Yes' or 'No' answer, enter an 'X' in the appropriate box. Do not use check marks or other marks.

- Item 1 - Enter the six-digit LM File Number previously assigned to your lodge. Also, enter this number at the top of page 2 of your report. You can find your lodge's LM File Number on last year's report or you can contact National Division for this information.
- Item 2 - Enter from '04-01-2009' through '03-31-2010'
- Item 3 - Leave blank.
- Item 4 - Enter 'BMWED of the IBT'.
- Item 5 - Enter 'Lodge'.
- Item 6 - Enter your Lodge Number '_____ '.
- Item 7 - Enter any additional or alternate name by which your lodge is known. Otherwise, leave blank.

- Item 8 - Enter your full name and address.
- Item 9 - See Attachment 'A' of this letter.
- Item 10- Enter an 'X' in the 'Yes' box, then proceed to 'Item 19 Additional Information' and enter the number '10' in the 'Item Number' column. Next to it, you must enter the amount of your monthly full dues payment as of March 2010 in the following format (\$___ per month).
- Item 11- If 'Yes'; contact National Division for further instructions.
- Item 12- Enter an 'X' in the 'Yes' box, then proceed to Attachment 'B' of this letter to determine the amount of fidelity bond coverage for your lodge.
- Item 13- Enter an estimate of the total number of active dues-paying members of your lodge as of March 31, 2010. Do not include Retired members, Supervisor/Official Fee Payers, Agency Fee Payers or Objector Fee Payers.
- Item 14- From your local lodge audit report for the quarter ended March 31, 2010, round off and enter the amount from Line 5 'TOTAL ASSETS', in the 'QUARTER ENDING' column.
- Item 15- From your local lodge audit report for the quarter ended March 31, 2010, round off and enter the amount from Line 8 'TOTAL LIABILITIES', in the 'QUARTER ENDING' column.
- Item 16- Round off and enter the **total** of Items 'B' through 'F' from your quarterly audit reports covering the fiscal year April 1, 2009 to March 31, 2010. **If you were audited by a National Division Auditor during the fiscal year, you should use the information from his audit report beginning April 1, 2009 and the information from your audit(s) that continued where he left off through March 31, 2010. If your total receipts for the fiscal year are \$10,000.00 or more, your lodge is required to file Form LM-3 instead of Form LM-4. Contact National Division at (800) 848-8830 ext. 604 for assistance.**
- Item 17- Round off and enter the total of Items 'G' through 'M' from your quarterly audit reports covering the fiscal year April 1, 2009 through March 31, 2010. Follow the same guidelines as mentioned above in Item 16 if you were audited by a National Division Auditor during the fiscal year.

Item 18- Round off and enter the total of Items 'I' (a)&(b) from your quarterly audit reports covering the fiscal year April 1, 2009 through March 31, 2010. Follow the same guidelines as mentioned above in Item 16 if you were audited by a National Division Auditor during the fiscal year.


Item 19 - This area is for entering additional information, if needed.

Items 20 & 21-

Form LM-4 must be completed in triplicate. The Labor Department only provides two original forms in their packet; therefore, it will be necessary for you to make a photocopy of a completed form for your records. All Form's LM-4 must be signed with original signatures by the Lodge President and Secretary-Treasurer, along with their telephone numbers and the date they signed the report. If your Lodge President is unavailable to sign, obtain the signature of your Vice-President, Local Chairman or another Lodge Officer and explain in Item 19 the reason that the Lodge President is not signing the report, (i.e., President position is vacant, etc.)

One completed Form LM-4 with original signatures and any required attachments must be filed with the U.S. Department of Labor at the following address: U.S. Department of Labor, Employment Standards Administration, OLMS, 200 Constitution Ave NW, Room N-1519, Washington, DC 20210-0001. A copy of Form LM-4 with original signatures should be mailed to National Division and another copy of the report retained for your lodge records. Form LM-4 must be filed no later than June 29, 2010.

Fraternally,



Secretary-Treasurer

cc: Mr. F. N. Simpson
General Chairmen

SMM/adw
opeiu-42

ATTACHMENT A

Item 9

If your lodge is not affiliated with one of the System Divisions or Federations listed below, place an “X” in the “No” box and discard the group of enclosed statements entitled STATEMENT 1.

If your lodge is affiliated with one of the System Divisions or Federations listed below, place an “X” in the “Yes” box. Take the enclosed group of statements entitled STATEMENT 1 and enter on each copy your Lodge Number, your Lodge LM File Number and your System Division or Federation LM File Number (shown below). Attach a copy of STATEMENT 1 to each copy of Form LM-4.

If you are filing your Form LM-4 electronically, and your lodge is affiliated with one of the System Divisions or Federations listed below, you should enter in “Item 19 Additional information” the paragraph from STATEMENT 1 beginning with “The only changes...”.

<u>SYSTEM</u>	<u>LM FILE NUMBER</u>
Atchison, Topeka & Santa Fe Frisco System Federation	544-147
Chicago & Eastern Illinois System Division	037-613
Consolidated Rail System Federation	001-306
Duluth, Missabe & Iron Range System Division	002-668
Northeastern System Federation	027-489
Southwestern Federation	001-139

ATTACHMENT B

FORM LM-4

LINE 12

LINE 12 - CHECK SCHEDULE BELOW.

ENTER AMOUNT INDICATED WHERE YOUR LODGE IS LISTED ON THE SCHEDULE.

THE FOLLOWING LODGES ARE BONDED FOR \$2,500.00

0036	0338	0364	0472	0498	0532	0583	0616	0655
0675	0696	0783	0799	0881	0882	0925	0928	0995
1003	1047	1067	1280	1306	1355	1466	1488	1489
1507	1650	1935	1975	1984	1993	1997	2042	2422
2423	2424	2425	2775	2914	2916	2920	2926	2931
2932	2933	2934	3007	3016	3020	3030	3052	3080
3099								

THE FOLLOWING LODGES ARE BONDED FOR \$5,000.00

0041	0042	0067	0160	0182	0212	0275	0278	0302
0400	0420	0425	0460	0499	0519	0524	0586	0602
0612	0619	0626	0645	0667	0688	0704	0705	0707
0711	0721	0737	0833	0888	0893	0895	0910	0935
0949	0986	1056	1097	1107	1115	1125	1162	1171
1189	1196	1234	1349	1350	1363	1376	1481	1514
1533	1552	1556	1562	1601	1629	1632	1654	1662
1664	1701	1718	1743	1745	1757	1834	1888	1904
2067	2154	2161	2225	2369	2388	2400	2619	2624
2655	2725	2779	2780	2820	2825	2908	2915	2928
2929	2957	3002	3008	3009	3017	3039	3041	3047
3061	3072	3084	3091	3095				

THE FOLLOWING LODGES ARE BONDED FOR \$7,500.00

0061	0063	0090	0099	0115	0176	0228	0287	0309
0342	0343	0347	0366	0376	0409	0410	0424	0427
0437	0466	0514	0523	0529	0542	0566	0571	0594
0615	0627	0657	0660	0671	0673	0682	0692	0698
0700	0702	0735	0750	0891	0914	0991	0996	1035
1042	1048	1049	1063	1064	1100	1127	1148	1165
1187	1259	1297	1323	1377	1405	1453	1490	1498
1501	1509	1532	1540	1551	1595	1618	1649	1734
1806	1832	1847	1923	2703	2705	2729	2853	2912
2921	2927	3006	3011	3018	3023	3028	3063	3077
3086	3094							

THE FOLLOWING LODGES ARE BONDED FOR \$10,000.00

0016	0017	0056	0109	0153	0201	0224	0225	0298
0306	0325	0331	0369	0482	0507	0525	0526	0537
0567	0591	0621	0624	0662	0706	0732	0739	0866
0887	0908	0916	0987	0993	1012	1038	1046	1081
1155	1175	1176	1193	1292	1296	1356	1365	1368
1393	1396	1516	1599	1657	1700	1715	1854	1879
1906	1934	1980	2167	2307	2406	2606	2643	2717
2754	2800	2854	3004	3043	3060	3097		

THE FOLLOWING LODGES ARE BONDED FOR \$12,500.00

0025	0032	0075	0091	0122	0134	01139	0144	0158
0166	0226	0230	0345	0362	0463	0505	0539	0540
0546	0562	0577	0613	0633	0636	0652	0665	0695
0725	0757	0788	0800	0808	0885	0941	0965	1025
1037	1041	1074	1082	1137	1210	1214	1316	1338
1517	1539	1563	1857	1965	1978	2102	2403	2408
2411	2421	2852	2907	3005	3014	3068	3098	

THE FOLLOWING LODGES ARE BONDED FOR \$15,000.00

0085	0305	0344	0358	0407	0469	0552	0536	0580
0585	0598	0676	0779	0874	1002	1028	1054	1099
1105	1133	1152	1326	1348	1362	1900	1903	2162
2416	2417	2621	2910	3075				

THE FOLLOWING LODGES ARE BONDED FOR \$17,500.00

0034	0203	0236	0303	0450	0558	0670	0968	1034
1069	1071	1246	1300	1381	1549	1788	2414	2834
2838	2857							

THE FOLLOWING LODGES ARE BONDED FOR \$20,000.00

0076	0130	0249	0295	0297	0547	0564	1252	1254
1320	1426	1571	1710	1732	1862	2415	2762	3025

THE FOLLOWING LODGES ARE BONDED FOR \$25,000.00

0107	0381	0509	0563	0568	0572	0654	0694	0798
0804	1011	1021	1055	1092	1351	1353	1643	1709
2412	2906	3082	3089					

THE FOLLOWING LODGES ARE BONDED FOR \$30,000.00

0014	0204	0320	0551	0818	0944	0961	1096	1108
1216	2003	2163	2286					

THE FOLLOWING LODGES ARE BONDED FOR \$35,000.00

0044 0112 0599 0637 0992 2402 2404 2409 2419
3012

THE FOLLOWING LODGES ARE BONDED FOR \$40,000.00

0216 0389 0473 0644 0875 0918 1020 1302 2401

THE FOLLOWING LODGES ARE BONDED FOR \$45,000.00

0227 0508 0601 0922 0927 1142 1402 1432 2407
2413 2905

THE FOLLOWING LODGES ARE BONDED FOR \$50,000.00

0104 0159 0272 0301 1058

THE FOLLOWING LODGES ARE BONDED FOR \$55,000.00

1763

THE FOLLOWING LODGES ARE BONDED FOR \$60,000.00

0377 1464

THE FOLLOWING LODGES ARE BONDED FOR \$70,000.00

0686

THE FOLLOWING LODGES ARE BONDED FOR \$75,000.00

2410

THE FOLLOWING LODGES ARE BONDED FOR \$80,000.00

0899

THE FOLLOWING LODGES ARE BONDED FOR \$95,000.00

2405

THE FOLLOWING LODGES ARE BONDED FOR \$115,000.00

2418

THE FOLLOWING LODGES ARE BONDED FOR \$135,000.00

1227

THE FOLLOWING LODGES ARE BONDED FOR \$190,000.00

0239

LODGES WITH PAYROLL CHECKS
FISCAL YEAR ENDING 03/31/2010

0016	0508	0941	1489	2621
0017	0509	0944	1504	2705
0032	0519	0961	1514	2729
0034	0522	0965	1517	2754
0056	0523	0968	1533	2762
0063	0526	0992	1539	2825
0085	0532	1002	1549	2834
0091	0536	1003	1551	2838
0099	0546	1011	1552	2852
0104	0547	1020	1563	2853
0107	0551	1028	1571	2854
0109	0558	1034	1599	2857
0112	0562	1037	1632	2905
0130	0563	1038	1643	2906
0134	0564	1041	1649	2907
0139	0567	1045	1654	2908
0144	0571	1048	1700	2910
0158	0572	1054	1709	2914
0159	0585	1055	1715	2920
0160	0586	1058	1732	2926
0201	0598	1063	1745	2927
0203	0599	1069	1757	2928
0204	0602	1071	1763	2929
0216	0616	1074	1788	2931
0225	0626	1082	1806	2932
0226	0627	1092	1832	3011
0227	0633	1097	1834	3012
0228	0636	1099	1847	3018
0230	0637	1100	1879	3023
0236	0645	1105	1888	3041
0239	0652	1108	1900	3052
0249	0654	1133	1903	3068
0272	0655	1142	1906	3095
0278	0667	1148	1916	
0295	0670	1152	1934	
0297	0671	1155	1935	
0298	0682	1196	1965	
0301	0686	1210	1993	
0303	0688	1214	1997	
0306	0692	1216	2033	
0309	0694	1218	2102	
0320	0698	1227	2162	
0325	0700	1234	2163	
0342	0706	1254	2388	
0343	0735	1280	2402	
0345	0750	1292	2403	
0358	0757	1296	2404	
0366	0779	1297	2405	
0369	0783	1302	2407	
0376	0788	1316	2408	
0377	0798	1320	2409	
0381	0800	1326	2411	
0407	0808	1338	2412	
0409	0833	1348	2414	
0410	0866	1350	2415	
0424	0874	1351	2416	
0437	0875	1353	2417	
0450	0899	1381	2418	
0463	0908	1393	2419	
0466	0914	1402	2421	
0469	0918	1426	2423	
0473	0922	1453	2606	
0482	0925	1464	2619	