

LM-4 Online Form & Instructions (2023)

Jan 22, 2024

We will go through the LM-4 form item by item, if your facility needs help completing a LM-3 form please contact [your region's NFC Member](#).

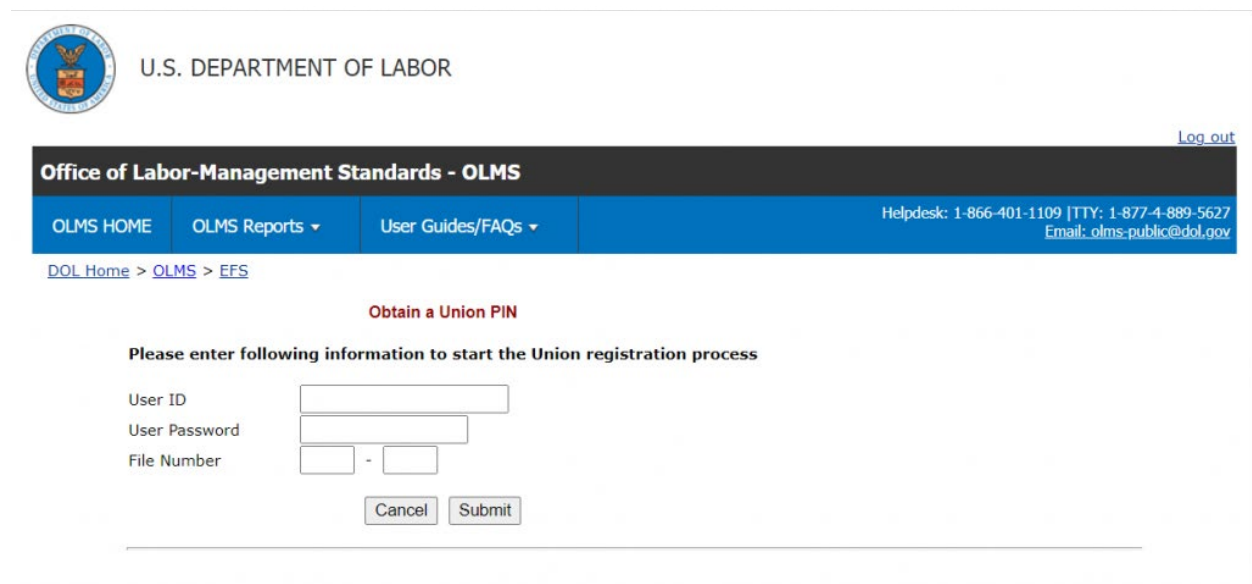
All LM forms need to be filed electronically.

Step 1: Go to this [webpage](#).

If you have the login information: User ID, User Password, File Number and Union PIN. Enter the information in the section titled "LM-1, LM-2, LM-3, LM-4 and Simplified Report" of the above image and move on to Step 2.

If you do not have this information, create a new account. Both the Treasurer and Facrep will need their own account to sign the form. If you need your File Number (6 digit number 123-456), your regional NFC member has a list and can send it to you or you can find it on past LM-4s you should have on file in your Union Office.

The Union PIN needs to be generated each year and will be sent to the email attached to the User ID which requests it. Note that the Local will share the Union PIN. Its purpose is to only allow one person to edit or sign LM forms at a time.



The screenshot shows the U.S. Department of Labor Office of Labor-Management Standards (OLMS) website. The header includes the Department of Labor logo and the text "U.S. DEPARTMENT OF LABOR". Below the header is a navigation bar with "OLMS HOME", "OLMS Reports", and "User Guides/FAQs". Contact information for the Helpdesk (1-866-401-1109) and Email (olms-public@dol.gov) is also present. The main content area is titled "Obtain a Union PIN" and contains a registration form with the following fields: "User ID", "User Password", and "File Number" (with a hyphen between two input boxes). There are "Cancel" and "Submit" buttons at the bottom of the form.

Here is a link to a PowerPoint from the DoL also explaining the above instructions:

https://www.dol.gov/olms/regs/compliance/efs/EFSTutorial_Registration.pps

Step 2: Filling out the Report

After logging in, select the filings fiscal year in most cases it's the year prior, select form LM-4, and the fiscal year range for all NATCA locals run from January 1 to December 31. Finally, select "Get Form".

This will bring you to Page 1 of the LM-4. On here, the bulk of the information should be auto-filled (Boxes 1, 2, 4, 5, 6, 7 and 8). If you need to edit anything, you should be able to. Box 3 only needs to be selected if you are filing an amended form (FYI a "Terminal" form means the local no longer exists, not a terminal in aviation terms). Boxes 20 and 21 are to be filled only after all other boxes are completed and validated.

On Page 2, there are questions 9-18.

Question 9 is about any changes to your local constitution not the National one. If you amended and approved your local constitution in the filing year, you will answer "Yes" and attach two electronic copies of your updated constitution (this is a DoL requirement). If you made no changes answer "No".

Question 10 is in reference to the National Dues. An increase to your wages would change your dues amount, but it does not change the rate. In most cases this will be "No". If the dues did change at the National Convention you should have seen a communication about it. If there is any question please contact your NFC member.

Question 11 is about any losses or shortages the local may have incurred. This is usually answered "No". If you have a situation (fraudulent charges on a debit card, someone stole cash somehow, etc.) that you believe would require you to answer "Yes" please contact your regional NFC member.

Question 12 is about your local's fidelity (dishonesty) bond. A list of all the locals that have a bond are located on the [National website](#). If you are on the list, answer, "Yes" and then for the "recoverable amount" list the "Bond Amount" on the list. If your local is not on the list, answer "No" to the question.

Question 13 is just the number of members you had in the local on December 31 of the FY being filed. Your RVP and NFC Rep have a list with the number of members at the end of the Fiscal year. It is normally sent out by the RVPs in January. Please contact your NFC rep if you need help finding this number.

Question 14 is about the total value of the local on December 31 of the FY being filed . This will be the total of all your bank accounts plus your asset list as of Dec. 31. If you have any questions about other possible assets, please contact your regional NFC member.

Question 15 is about any liabilities the local may have (loans to member – which are not allowed by the National Constitution, loans for equipment – which we do not do at the local level, any bill that is not paid up to date). This is normally answered with a “0”, but if you believe it should be anything other than “0” please contact your regional NFC member to discuss.

Question 16 is about the total income to the local. This includes but is not limited to: Dues Rebates, Internet Reimbursement, any other cash or checks deposited in the local account. The easiest way to figure this amount out is to go through the bank statements and add up all the deposits.

Question 17 is about the total disbursements (expenses) to the local. Reimbursements to members/officers, any charges on the local debit/credit card, recurring bills (cable, internet) are all disbursements. The easiest way to figure this out is to go through bank statements and add up all the charges and checks (any money going out of the account). This total is your total disbursements.

Question 18 is about disbursements made to local officers. The easiest way to figure this out is any check made to an officer during the year; it doesn't matter if it was for travel, food or anything else. If the local wrote a check to an officer it counts. Please be aware that a member may be an officer from January 1 to June 30 depending on your officer terms, transfers or resigns, and if a check is given to them to cover an expense when they weren't an officer it does not count towards this total.

Question 19 is for the local to give any further explanation on any answer above. This is also where you will be able to attach an electronic copy of your amended constitution if needed. There is an “Add Attachments” button on the Question 19 Additional Information page.

At this point, if you feel all your information has been input correctly, you will need to “Validate” the form. This will check for any missing information. It does not check

for mistakes, only that all questions and boxes have been answered. If it gets validated, you will now go back to page 1 and sign.

When you sign, you will need your password again and a phone number. Once one officer has signed, they will need to logout and the other officer will need to log in and sign. **Note:** *If your local only has one officer, you will need to sign the form twice and add in Box 19 (Additional Information Summary) that “the local is a one officer local”.* Any changes made after the signatures will necessitate both officers to log in, re-validate and sign the form again.

At this point you **MUST** select to print or save the form, and from there you can save a **signed** copy of the form for your records.

Once you have saved a copy, you will then need to submit the form by clicking the “Submit” button on the top menu.

DOL Home> OLMS> EFS> Home Page Log out

Electronic Forms System

PAGE 1 Save Import Add Attachments **Validate** Help Print Submit

FORM LM-3 LABOR ORGANIZATION ANNUAL REPORT

U.S. Department of Labor
Office of Labor-Management Standards
Washington, DC 20210

Form Approved
Office of Management and Budget
No. 1245-0003
Expires: 09-30-2021

FOR USE ONLY BY LABOR ORGANIZATIONS WITH LESS THAN \$250,000 IN TOTAL ANNUAL RECEIPTS

This report is mandatory under P.L. 86-257, as amended. Failure to comply may result in criminal prosecution, fines, or civil penalties as provided by 29 U.S.C. 439 or 440

READ THE INSTRUCTIONS CAREFULLY BEFORE PREPARING THIS REPORT.

For Official Use Only E	1. FILE NUMBER 123456	2. PERIOD COVERED MO DAY YEAR From 01/01/2019 Through 12/31/2019	3. (a) AMENDED - If this is an amended report, check here: <input type="checkbox"/> (b) HARDSHIP - If filing under hardship procedures, check here: <input type="checkbox"/> (c) TERMINAL - If this is a terminal report, check here: <input type="checkbox"/>
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4. AFFILIATION OR ORGANIZATION NAME AIR TRAFFIC CONTROLLERS AFL-CIO	5. DESIGNATION (Local, Lodge, etc.) LOCAL UNION	6. DESIGNATION NUMBER	8. MAILING ADDRESS (Type in capital letters) First Name: Local Last Name: Bossman P.O. Box - Building and Room Number (if any) Number and Street: 123 AIRPORT WAY City: AERO CITY State: OK ZIP Code + 4: 20976-7434
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9. Are your organization's records kept at its mailing address? (If "No," provide address in Item 56.)
Yes No

Each of the undersigned, duly authorized officers of the above labor organization, declares, under penalty of perjury and other applicable penalties of law, that all of the information submitted in this report (including the information contained in any accompanying documents) has been examined by the signatory and is, to the best of the undersigned's knowledge and belief, true, correct, and complete. (See Section VI on penalties in the instructions.)

57. SIGNED: Click Here to Sign PRESIDENT 58. SIGNED: Local T Mann TREASURER

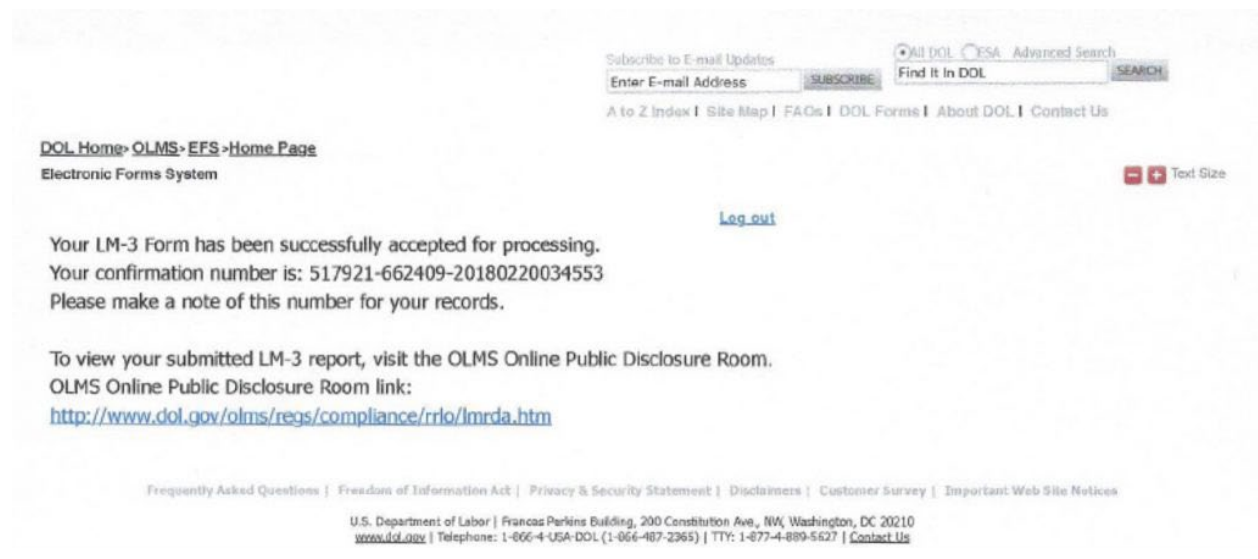
(If other title, see instructions) (If other title, see instructions)

Date: Telephone Number: Date: 01/03/2020 Telephone Number: 123-555-7890

AI - Additional Information has been provided. Click "AI" to view or edit the text.
*AI - Additional Information must be provided for this item. Click the "AI" to enter.

Once submitted, the form will be processed (this may take a minute or two) and you will receive a message that says, “Your LM-4 Form has been successfully accepted for processing.” along with a 26-digit confirmation number. **Immediately,**

save this page as a pdf for your records, this page is the way to ensure the DoL accepted the form. In the past, there have been locals that receive an error message when submitting their form. If this occurs try to resubmit the form, if the error continues there is a number to contact the DoL for support (866-401-1109). Below is an example of what page you need to save.



Now that your LM-4 has been accepted by the DoL, all that is left is to send a copy to your regional NFC member. Forward a pdf copy of the LM-4 form and the “successfully accepted for processing” page to [your regional NFC member](#). The National Office will upload the forms to Unionware.