



## DIocese OF OGDENSBURG

### Human Resources Office

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December 27, 2011

Dear Father/Sister/Administrator:

The annual census forms for the Lay Employees' Retirement Fund of the Diocese of Ogdensburg are available at [www.dioogdensburg.org/Pastoral/HR/LERFAnnualCensus/index.html](http://www.dioogdensburg.org/Pastoral/HR/LERFAnnualCensus/index.html). If you have any problems downloading your census forms, please contact me. Since we are accountable to the Internal Revenue Service, we ask you to carefully and completely supply the required information. If you issue W-2 forms to any employees, then you must submit that information on the Lay Employees' Retirement Fund *Annual Census Form*. IRS regulations provide for Social Security to be withheld and paid on all lay employees earning \$100 or more in a calendar year and a W-2 issued. If you have paid lay employees but have not issued W-2 forms, then you must submit that information on the *Occasional Labor Census*.

List deacons only if they work as a lay employee; e.g. business administrators, pastoral associates, teacher, etc. Do **NOT** list independent contractors.

If you have no lay employees at a location, then write "**no lay employees at this location**" across the *Annual Census Form*, sign your name and return to us.

If you have occasional lay employees who do not receive W-2's, be sure to include their names, wages, etc. on the *Occasional Labor Census* form.

Since we may also use this information for Workers' Compensation billings for insurance, please be sure to list all lay employees. Please denote the TYPE and PLACE of work on the forms for each lay employee. If an employee works at two places at your location, please note on the *Annual Census Form*; e.g. Church and Rectory: Rectory - salary, Cemetery - salary (cf. page 2 for categories).

#### **TYPE OF WORK**

- Lay professional assistant such as pastoral worker, business manager, bookkeeper, etc.
- Social Worker/Counselor
- Secretary, receptionist
- Principals, teachers, teacher's aide
- Religious Education coordinators, catechists, etc.
- Janitor, maintenance man, cleaning person (hourly)
- Cafeteria worker
- Cemetery worker
- Bus driver
- Housekeeper, domestic (full time, part-time)

#### **PLACE OF WORK**

- Church and Rectory
- Catholic School
- Cafeteria
- Religious Education
- Cemetery

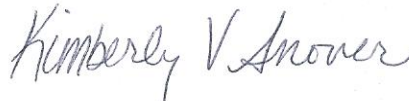
If you have a lay employee who works for another location (church, school or institution) in the Diocese, please specify under "Other Diocesan Employment."

The employees' gross wages should be entered in the box labeled *Medicare* Wages. The Medicare wages on the census form should be the same as box 5 on the employees W-2 form. **If an employee has withheld a Section 125 Plan benefit (Medical and/or Dependent Care Flexible Spending Account and/or health insurance premiums) please include this total in the box labeled *Section 125 Plan*.** Both the Medicare wages along with the Section 125 Plan totals will be reported to our actuaries for the retirement plan.

**Please submit a copy of your parishes/institutions W-3 Transmittal form along with your completed census form(s). The combined salaries of your lay employees reported on the census should equal box 5 of the W-3 Transmittal form.**

Please note that **all information** must be given for each employee. Incomplete forms will be returned for complete information. If you have any questions, please contact me. **PLEASE RETURN THE CENSUS FORMS BY JANUARY 31.**

Sincerely,



Kimberly V. Snover  
Human Resources Director

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Enclosures