

**Date:** October 1, 2009 (re-affirmed March 2010)

**RE: NLMCC Refund of Employer/Chapter Overpayment Policy**

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The intent of the NLMCC is to collect monies owed to the Fund.

The NLMCC will refund mistaken contributions to the NLMCC Fund by a Chapter or an employer within the year prior to the date the NLMCC Trustees first became aware that the contributions were made in error. Contributions paid to the NLMCC Fund more than one year prior to the date the Trustees first became aware that the contributions were made in error shall not be refundable.

The following conditions must be met:

1. Written request by the employer through the collection agent or by the collection agent to the Trustees is received;
2. Proper documentation to substantiate the claim is received by the Trustees; and
3. Refunds are limited to monies actually received by the Fund.

The burden of the request and the documentation of proof fall solely with the contractor, chapter or collection agent.