

**ALL LS-1 CONTRACTS MUST BE SUBMITTED BY January 15, 2017 for the benefit period that begins March 1, 2017.**

*IMPORTANT: There is NO MORE BUY UP.*

Only teaching (private and institutional) and/or solo, live engagements performed between July 1 to December 31, 2016 can be reported on the LS-1 (i.e. no theater or electronic media work). Please call to discuss any other exceptions.

- \* If there are multiple employers and/or students, a separate LS-1 contract must be submitted for each one.
- \* Health contributions CANNOT EXCEED 15 percent of the gross wages.
- \* Work dues must be included at the time of submission.
- \* You must be a member in good standing (i.e. all past due work dues and membership dues must be up to date).
- \* Proof of engagement must be included -- copies of contracts, invoices, pay stubs/vouchers, spreadsheets of private students, etc.
- \* No benefits will be processed unless all these criteria are met.

Best to contact Bettina Covo **late December/early January, 2017**. Please call (212) 245-4802, ext. 152 or click [here](#) to arrange an appointment. All checks and completed paperwork should be sent to Bettina Covo, Local 802, 322 West 48th Street, Third Floor, New York, NY 10036.