



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

Freddie N. Simpson  
*President*

David D. Joynt  
*Secretary-Treasurer*

April 8, 2020

SLCORR

**ALL LOCAL LODGE  
SECRETARY-TREASURERS**

**Re: Annual U.S. Labor Department Reports**

Dear Brothers and Sisters:

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, 2020. 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. **All LM forms must be filed and signed electronically with the Department of Labor's Office of Labor Management Standards using the OLMS Electronic Forms System (EFS).**

**No matter which LM report your lodge is required to file, National Division can complete the report for you as long as we have a full fiscal year of quarterly audit reports, whether they were completed by you or a National Division Auditor. The audits must cover the period April 1, 2019 to March 31, 2020. Simply contact National Division Auditors Joe Corley at (586) 942-0547 or Eric Rose at (734) 731-6055 and request that we complete your lodge LM report.** If you would rather complete your own lodge LM report, please provide National Division with a copy or contact Joe or Eric for assistance.

**The Lodge President and Secretary-Treasurer are the officers who are required to electronically sign the LM Report. National Division can assist you with this process as well.** Electronic signatures are obtained by applying for an **EFS User ID and Password** on the OLMS website at [www.olms.dol.gov](http://www.olms.dol.gov). If you previously applied for a User ID and Password, you do not need to apply again. **The User ID and Password you previously received remains in effect as long as you are a lodge officer.** If your lodge officer title has changed, simply log into your EFS account and edit your account information.

41475 Gardenbrook Road  
Novi, MI 48375-1328  
Telephone 248.662-2660 Facsimile 248.662.2659  
[www.bmwe.org](http://www.bmwe.org)



For those Lodge President's and Secretary-Treasurers who have taken office since April 1, 2019, click on **'File Forms LM-2/3/4/10/20/21/30'** in the **'OLMS Reports'** section and proceed to **'Access the OLMS EFS'**. **Do not obtain a Union PIN as National Division will apply for it on your behalf.** If the Lodge President is unavailable to sign the report, the lodge Vice-President, Local Chairman or another lodge officer must obtain an EFS User ID & Password in order to sign it. An explanation would also need to be entered in Item 19 stating the reason the Lodge President did not sign the report, (i.e., President position is currently vacant, etc.). Once both electronic signatures have been applied to the report, it must be submitted for processing by hitting the **"Submit"** button on page one. If the LM report is accepted, a confirmation number will be provided for your records. You may also want to print out a hard copy of the LM report for your records.

If you have any questions, contact one of the National Division Auditors listed above.

Fraternally,

A handwritten signature in cursive script, appearing to read "David A. Joynt".

Secretary - Treasurer

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