

Coogan Tracking Form Instructions

These suggested instructions will help you utilize the Coogan Tracking Form to its fullest potential. Feel free to modify this system and form to meet your individual needs.

Step 1 – On workday or shortly thereafter, complete the following

- Work date (column 1)
- Employer – see contract (column 2, top)
- Employer Address – see contract (column 3, top)
- Project Name (column 4)
- Gross Payment – see contract (column 5)

Step 2 - Receipt of payment

- Verify gross payment (column 5)
- Calculate 15% of gross payment (column 6)
- Look on the stub for the 15% amount – may not be on the stub, or the amount may not indicate Coogan Withholding on the stub
- Indicate if the amount was withheld (column 7)
- Complete column 2 and 3 – with the Payroll Company information from the check stub

Step 3 – Receipt of bank statement

- Look for corresponding deposits
- Record date of deposit (column 8)
- May have deposits not yet listed on sheet. If so, record a new line indicating the amount deposited and the deposit date and await a corresponding check

If you faithfully follow this process you will accomplish several useful functions.

1. This will fulfill your trustee accounting requirement for your child's Coogan Account. You can be certain that monies withheld were deposited, and that earnings that did not have money withheld can have appropriate deposits made.
2. You can keep just this form available, and can file away all odd sized contracts and pay stubs.
3. You can double check gross earnings at the end of the year when preparing tax returns.
4. If you record information chronologically, you will notice quite quickly if a deposit is missing.
5. If you have a problem (different amount withheld than deposited) or missing deposits, you can contact the employer and easily give them very specific information regarding work dates, and withholding amounts.
6. You will be able to easily notify prior employers and payroll companies if there should be a change to your child's Coogan Account number (this happens when banks merge).
7. You will be able to easily notify prior employers when your child is 18, and no longer subject to the Coogan Withholding requirements.

