How to Prepare the Electronic Remittance Form

In order to submit your remittance report electronically, you will need to have the following items complete:

1. Employers Name
2. Firm Number – This is an 8-digit number, which is located on the left side above the Company Name and address on the Blue Remittance report last mailed to you.
3. The month and year, you are remitting contributions for. This can be done in alpha or numeric.
4. The type of units you are reporting, days or hours. If remitting in weeks please leave as days and if remitting monthly, put 1 in for each employee's time.
5. Your contribution rates.

The next step is to fill in the fields for each employee's first name, last name (in alphabetical order), full social security number and the amount of contribution units being reported for each Fund. If there is other information which you currently include on your report or worksheet, it can be placed to the right of required information columns. The first open column would be column G. This should include information such as employee status and date of (retired, lay-off, disability, fmla, new hire, term, etc.). Please use the corresponding employment Status Code and list date. You may also use this column for a breakdown of adjustments being paid for previous months. You can use as many columns as you wish, please do not put totals or information after your last employee. **When you are finished, save your file as your firm number and upload it to our secure website.** See attached for sending your remittance securely. **THIS IS FOR REPORTING PURPOSES ONLY!** Questions can be sent to **AR@asp-benefits.com** **or call 856-382-2400 or 800-523-2846, press 3, then 1.**

A few things you need to know:

- To *REMOVE* an employee, write "*DELETE*" in the comment column and include the **DATE** and reason. Leave their name and social security number with a 0 for units and term date in comments for one month as our system requires this information.
- The contributions should cover the calendar month; the calculation should not be done on a Week-Ending basis.
- If you have a new employee or have an employee with a name change, please have them fill out a census card and forward it to the Fund office.
- **Do not** change or remove the formulas in cells E7, E9, F7 and F9. By doing so, you risk sending your report incorrectly.
- For contribution rates and due dates, refer to your Collective Bargaining Agreement.
- If you are in both Funds, **SEPARATE CHECKS ARE REQUIRED.** They should be placed in the same envelope.

- ***PLEASE DO NOT TAKE A CREDIT*** unless authorized by the Funds. Credit requests must be sent in writing to the Fund office. Refunds and credits are governed by the Trustees' Policy. If you do not have one you can visit our website.

- **Please mail all payments to:**

  P.O. Box 159
  Collingswood, NJ 08108

If you so desire, you can also arrange to have your contributions remitted electronically as well. There is no cost imposed by the Funds for doing this, but you should check with your bank. The only information you will need from the Funds are the routing numbers for the accounts that the monies are to be transferred to.

If you have any further questions, check out the Fund's website at www.teamsterfunds.com or call the Fund office.