

IATSE Local 8
How to Prepare the Electronic Remittance Form

When you are submitting your remittance report electronically, you will need to have the following items complete:

1. Employers Name
2. Account/Firm Number – This is an 8-digit number, which we provided for 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-Gross Wages
5. Your contribution rate.

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 gross wages being reported for each Fund. The benefit amount per individual will automatically populate using saved formulas. If there is other information which you currently include on your report or worksheet, you can "un-hide" column G and note it there. You can use as many columns as you wish, it can be placed to the right of the required information columns. The first open column would be column J. 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 **Laurie Johnson** <ljohnson@asp-benefits.com> or call toll free 1-833-925-2808, option 3

A few things you need to know:

*** SEPARATE PAYMENTS ARE REQUIRED for each fund you contribute to.**

- Payment by check
 - Please mail all payments to:
P.O. Box 9
Collingswood, NJ 08108
They can be placed in the same envelope
- Payment by ACH or Wire

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, which are attached to this email.
- **Do not** change or remove the formulas in cells E7, E9, F7 and F9, or in columns H & I. Do not use Column C. By doing so, you risk sending your report incorrectly.

- For contribution rates and due dates, refer to your Collective Bargaining Agreement.
- ***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.

If you have any further questions, check out the Fund's website at: IATSE.ASP-BENEFITS.COM or call the Fund office.