How to Prepare the Electronic Remittance Form

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.
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 a 1 in for each employee's time.
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 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.) or a breakdown of hours by weeks. 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 **remit@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 an employee with a name change, please have them fill out a new census card and forward it to the Teamsters Local 929 Retirement Plan. Census cards can be found on the website under Forms Gallery.
- **Do not** change or remove formulas in cells F7 and F9. By doing so, you risk sending in your report incorrectly.
- For contribution rates and due dates, refer to your Collective Bargaining Agreement.
- ***DO NOT TAKE A CREDIT*** unless authorized by the Fund. Credit requests must be sent in writing to the Teamsters Local 929 Retirement Plan. Refunds and credits are governed

by the Trustees' Policy. Call the Teamsters Local 929 Retirement Plan office for a copy of it if you do not have one or visit our website.

If you so desire, you can also arrange to have your contributions remitted electronically as well. There is no cost imposed by the Teamsters Local 929 Retirement Plan for doing this, but you must check with your bank. The only information you will need is the Teamsters Local 929 Retirement Plan routing and account number for the money to be transferred to. Please contact us if you need this information.

If you have any further questions, check out Teamsters Local 929 Retirement Plan's website at www.929.asp-benefits.com or call the Fund office.