



Building Service 32BJ Benefit Funds

101 Avenue of the Americas
New York, NY 10013-1991

www.seiu32bj.org
212-388-3500 Benefits Information
212-388-2000 General Information
Employer Website: www.32bjfunds.com/employer

IMPORTANT NOTICE

To: Participating Employers
From: Employer Services
Subject: Employer Monthly Workshop

You are cordially invited to attend the **Employer Monthly Workshops** conducted by Employer Services. These informative hands-on workshops will give you an opportunity to:

- Meet your Employer Account Representative.
- Learn about the electronic reporting system.
- Address your questions and concerns regarding employee eligibility and employee/employer forms.
- Review the step-by-step processing of your remittance reports in order to prevent payment errors.
- Review hire/term issues.
- Review the Collection Policy Summary.
- Review billing and reporting changes that are applicable to your contract(s).

Who Will Benefit From These Workshops?

- New employers to the Funds.
- Existing employers with new staff that require training.
- Employers who want refresher training.

When: 1st Thursday of each month
Time: 10 am to 12 pm and 2 to 4 pm
Location: 101 Avenue of the Americas, 5th floor Training Room 568, New York, NY 10013

RESERVATIONS REQUIRED

Fax or email to 212-388-2168 / reservations@32bjfunds.com

Name and Title:		
Company:		
Address:		City, State, Zip:
Telephone #:	Fax #:	Email:
What month would you like attend?		Time:
Please list topics you would like to discuss:		