



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

IMPORTANT NOTICE

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

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 Collections 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 a refresher training

When: 1st Thursday of each month
Time: 10:00 a.m. - 12:00 p.m. and 2:00 p.m. - 4:00 p.m.
Location: 101 Avenue of the Americas • 5th floor Training Room #568 • New York, NY 10013

RESERVATIONS REQUIRED

Fax or email to 212-388-2064 or reservations@32bjfunds.com

Name & Title: _____

Company: _____

Address: _____ City, State, Zip Code

Telephone #: _____ Fax #: _____ Email: _____

What month would you like to attend? _____ Time? _____

Please list topics you would like to discuss: _____

March 2010