



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 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, address your questions and concerns, review the step-by-step processing of your remittance reports in order to prevent payment errors, ensure benefit eligibility for your employees, review hire/term issues, and review the Collections Policy Summary, and review billing and reporting changes that are applicable to your contract.

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

Purpose: Address individual employer concerns and questions including employee eligibility, employee/employer forms, contribution processing, billing and collection, and the Benefits Collection System (BCS).

When: *1st Thursday of each month*
Time: *10:00 AM to 12:00 PM and 2:00 PM to 4:00 PM*
Location: *101 Avenue of the Americas, 5th floor, Training Room #568, New York, NY 10013*
Space is limited!!

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? _____ What Time? _____

Please list topics you would like to discuss: _____

July '09