

Building Service 32BJ Benefit Funds
Employer Services / Billing & Collection

Frequently Asked Questions

1. How do I complete the Remittance Report(s) that are sent to me every month/quarter?

Call your account representative or Employer Services at 212-388-3354 for an explanation of your Remittance Report(s).

2. How do I report that I am no longer responsible for managing a location or I have sold a building?

Any changes to company information (e.g., update billing/ mailing address, update managing agent information, sale of building, and sale of company) must be submitted on an Account Change Form. Immediate notification to the Funds of the change will ensure that you receive all correspondence that is sent by the Funds, including regular quarterly/monthly remittance reports.

3. I am deducting money from my employee's wages for 401(k) for the first time and the employee's name does not appear on the "bill" (Remittance Report). What should I do?

*Employees can voluntarily enroll and start contributing to the 401(k) portion of the Plan in the first payroll period **after six months** of covered employment with a contributing employer, or sooner if your collective bargaining agreement or participation agreement allows earlier enrollment. The Remittance Report for 401(k) contributions that you receive every month is sent to you with the names of your employees for whom we received deferred wages from you in any of the prior four months. If any of your employees' names are not on this report, or if you have a new employee that has elected to have wages deferred for 401(k) please write their name, social security number, and deferral amount on the Remittance Report. Please be sure to total all amounts at the bottom of the Remittance Report. Mail the Remittance Report and check to the lockbox address printed in the bottom right hand corner.*

Note: *If you never submitted 401(k) payments, please use a blank form to remit payment. A pre-printed Remittance Report will be mailed to you the first month after the initial payment is processed (usually four months)*

4. Should I pay for my employee if he/she is out on workers' compensation or short-term disability?

No. If a covered employee is absent from work due to an illness or accident, employers must report the first seven days of absence as time worked. Thereafter, the employee should be reported as suspended, requiring no contributions until they return to covered employment. Health coverage will continue if the employee applies for fund-paid COBRA.

5. How should I handle an employee that I hire as temporary replacement for someone out on a leave, short-term disability, or workers' compensation?

Replacement employees (who are replacing employees on short-term disability, workers' compensation and leave of absence), should be treated as new employees when determining when contributions are to be made. When the replacement employee is hired and or terminated, you should immediately submit a completed Employee Status Change Form to update their records with the Funds.

6. How can I waive the waiting period for my employee's benefits?

You cannot. Contributions cannot be made for an employee prior to the time required to do so as set forth in your Collective Bargaining Agreement.

Frequently Asked Questions

7. When should I notify 32BJ Benefit Funds of employee terminations?

*Employers must immediately report to the Funds any and all employee status changes. These changes should always be reported on an Employee Status Change Form, including changes that you report on a Remittance Report. Please note that employers are required to notify the Funds immediately of an employee termination or suspension. **If notice is not received within 30 days of the employee status change, the employer remains obligated to contribute on behalf of all employees until notice is received.***

8. Where can I overnight my payments, rather than mail them?

If you prefer to overnight payments, please send to: JP Morgan Chase Lockbox Processing, Building Service 32BJ Benefit Funds Box #5376, 4 Chase Metrotech Center, 7th floor East, Brooklyn, NY 11245

9. I believe that I have made over payments in the past, how can I obtain a refund?

If you think your remittance payment to the Funds was greater than the amount owed, you can request a refund by writing the Director of the Employer Services Department. Please provide supporting documentation with your request include the reporting period in question and the reason you think an overpayment was made.

10. Do I have to make contributions for all my employees who are covered by the Collective Bargaining Agreement and/or Participation Agreement?

Yes. Contributions are required for all employees to the Funds as agreed to under the Collective Bargaining Agreement and/or Participation Agreement between the employer and Local 32BJ.

11. When are contributions due to the Funds?

The waiting period is determined by the Collective Bargaining Agreement. In general, contributions are due for each employee 90 days after the date of hire, or at some other time as provided by your Collective Bargaining Agreement (for example, employers in New Jersey, Long Island and commercial cleaning contractors in the Hudson Valley generally have a 180-day waiting period).

12. Do I have to notify the Funds when I hire, suspend or terminate an employee?

Yes. You must immediately notify the Funds when you hire, suspend or terminate an employee. You should notify the Funds by completing an Employee Status Change Form.

13. When should I notify 32BJ Benefit Funds of employee termination?

*Employers must immediately report to the Funds any and all employee status changes. These changes should always be reported on an Employee Status Change Form, including changes that you report on a Remittance Report. Please note that employers are required to notify the Funds immediately of an employee hire, termination or suspension (Leave of Absence, Short-Term Disability, Workers Compensation, etc.) **If notice is not received within thirty (30) days of the employee's work status change, the employer remains obligated to remit contributions on behalf of that employee until notice is received.***