



**Building Service 32BJ Benefit Funds**

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

[www.seiu32bj.org](http://www.seiu32bj.org)

212-388-3500 Benefits Information

212-388-2000 General Information

May 12, 2010

Dear Employer:

**RE: Conversion to Monthly in Arrears Billing in Preparation for Funds New Operating System**

Next year, The Building Service 32BJ Benefit Funds will implement a new contribution reporting system. The new system will greatly increase efficiency and reduce administrative costs for the Funds and Employers. In preparation for the new system, employers will be converted from a quarterly in advance billing cycle to a monthly in arrears billing cycle over the next three quarters.

The goal is to have all employers remit monthly contributions by the start of 2011. The Funds will convert employers in three groups to monthly billing beginning July 1, 2010. A second group will be converted effective October 1, 2010 and the third and final group effective January 1, 2011. Below is the conversion schedule.

The first group will receive a letter from the Funds the week of May 17<sup>th</sup>, 2010 announcing their selection for conversion effective July 1, 2010. Along with the conversion letter will be training and other reference materials to step you through the process. Additional employer education workshops will be held in the month prior and the month after the conversion. The workshops will train employers on how to process the last quarterly in advance, the first monthly in arrears remittance reports and the cash flow impact of the conversion. The next two groups will receive conversion letters two months prior to the conversion effective date.

Employers may also choose to begin reporting electronically at the time of their conversion to monthly in arrears. The current web-based Benefit Contribution System (BCS) allows employers to report both member information and remit contributions electronically, eliminating the cumbersome paper process. BCS gives you control over every part of the process. You can review and confirm all of your data online for overnight processing saving you time and paperwork.

If you have any questions about this planned conversion or you want additional information about reporting electronically, please contact your Account Representative or call 212-388-3354.

Sincerely,

A handwritten signature in black ink, appearing to read 'Larry Gonzalez', written over a white background.

Larry Gonzalez  
Director, Finance & Administration