

Building Service 32BJ

Benefit Funds  
**REMITTANCE  
 REPORT**

EIN: 123456789

X Y Z MANAGEMENT  
 123 MAIN STREET  
 ANYTOWN, NY 10010-1010



Due Date: **October 19, 2008** Account # 12345-12345-1234-1234-10 Receipt # 1234516

Building Name: 101 PLAZA Address: 101 MAIN STREET

Month End Date 9/30/2008  Health  Pension  Legal  Profit Sharing  401k  Training

Quarter End Date / /  Health  Pension  Legal  Profit Sharing  Training

LINE	EMPLOYEE LAST NAME, FIRST NAME	Job Class	Full/Part/Time	Emp Status Change Reason	Employee Status Change Date**	Hours	Pension Weeks	RS Weeks	ILL,TPN,rtha	Adv Months	Wages	401k
-	ABLE, ALEXANDER XXX-XX-1111		OT	F								325.00
+	BAKER, BARRY XXX-XX-2222		OT	F	TE 9/12/2008							150.00
+	ELLIS, EDWARD XXX-XX-5555		OT	F								0.00
+	FISHER, FREDDY 6666666666		OT	F								125.00
<b>SAMPLE 401K</b>												
<b>TOTALS:</b>												600.00

\*\*P Unit represents Pension Months for contracts that require a monthly Pension rate.

FUNDS	Current Due			Advance Requirement Payment			Previous Amount Due (Owed)	Total Due Per Fund
	Rate	Time Unit	Total	Rate	Time Unit	Total		
Health		X	-		X	-		
Pension		X	-					
Legal		X	-		X	-		
Profit Sharing		X	-					
401k								600.00
Training		X	-		X	-		

Prepared by: JOHN DOE Title: ACCOUNTING MANAGER **TOTAL DUE** 600.00

Email: JDOE@XYZMGMT.ORG Phone: (212) 555-5555

Signature: John Doe Date: 10/9/2008

Comments: **Make check payable and send payment to:**  
 Building Service 32BJ Benefit Funds  
 P.O. Box 11477  
 New York, NY 10286-1477

For questions regarding completion of this report, or remittance of contributions, please contact Employer Services at (212) 388-3354

# Monthly Arrears Remittance Report Instructions

(Please refer to the Sample Monthly Advance Remittance Report)

Due Date: October 19, 2008  
Month End: September 30, 2008  
Quarter End: Will not be populated

Employees: **Able**  
Employee Status Change: No change  
401k: Enter actual deferral made by employee in September 2008.

Employees: **Baker**  
Employee Status Change: Terminated (TE) 09/12/2008  
401k: Enter actual deferral made by employee in September 2008.

Employees: **Ellis**  
Employee Status Change: Stop Deferral  
401k: When an employee stops a deferral, it is important to let us know. For the first month with no 401k deferrals, please report a \$0 deferral on your Remittance Report. Please do not leave the amount blank but insert \$0 so we know the employee has reduced the deferral to zero.

Employees: **Fisher**  
Employee Status Change: New Enrollment  
401(k): If employee does not appear on 401(k) Remittance Report, write in name, Social Security Number and 401(k) contributions.

**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)**

- Enter the 401(k) wages deferred by the employee's for the month for which you are reporting.
- Add the entries in the 401(k) column and enter the total at the bottom of the column.
- Add the entries to the **TOTAL DUE PER FUND** column. **THE TOTAL DUE** is the amount the employer must remit to the Funds.