

*Please Make Necessary Changes According to Funds Policies and Procedures

Building Service 32BJ Benefit Funds REMITTANCE REPORT EIN: 123456789	XYZ MANAGEMENT 123 MAIN STREET ANYTOWN, NY 10010-1010	
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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	<input type="checkbox"/>	Health	<input type="checkbox"/>	Pension	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Profit Sharing	<input type="checkbox"/>	401k	<input type="checkbox"/>	Training
Quarter End Date	9/30/2008	<input checked="" type="checkbox"/>	Health	<input checked="" type="checkbox"/>	Pension	<input checked="" type="checkbox"/>	Legal	<input checked="" type="checkbox"/>	Profit Sharing	<input checked="" type="checkbox"/>	401k	<input type="checkbox"/>	Training

LINE	EMPLOYEE LAST NAME, FIRST NAME	Job Class	Furlough Per/TIME	Emp Status Change Reason	Employee Status Change Date**	Hours	Pension Weeks	PIS Weeks	H,L,T,P Months	Adv Months	Wages	401k	
	88N												
-	ABLE, ALEXANDER XXX-XX-1111	OT	F				13		3.00				
0	BAKER, BARRY XXX-XX-2222	OT	F	TE	9/12/2008		11	11	3.00 2.39	(3.00)			
0	CRUZ, CARLOS XXX-XX-3333	OT	F	LA	7/4/2008		1	1	4.00 0.13				
0	DURANT, DANNY XXX-XX-4444	OT	F	SD	8/8/2008		6	6	2.00 1.26				
0	ELLIS, ELVIS XXX-XX-5555	OT	F				13	13	3.00				
0	FISHER, FRANK XXX-XX-6666	OT	F				13	13	3.00				
0	GALO, GROGE XXX-XX-7777	OT	F	HI	6/23/2008				1.00 .30	3.00			
							TOTALS:		57	44	16.00		

SAMPLE
QUARTERLY ADVANCE

**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	916.55	10.00 x 13.08	14,004.00	916.55	x	-			11,988.47	
Pension	70.75	x 57	4,032.75						4,032.75	
Legal	16.63	16.00 x 13.08	266.00	916.55	x	-			217.52	
Profit Sharing	13.00	x 44	572.00						572.00	
401k									0.00	
Training	14.13	16.00 x 13.08	266.00	916.55	x	-			184.82	

Prepared by: JOHN DOE	Title: ACCOUNTING MANAGER	TOTAL DUE 16,995.56
Email: JDOE@XYZMGMT.ORG	Phone: (212) 555-5555	Make check payable and send payment to: Building Service 32BJ Benefit Funds P.O. Box 11477 New York, NY 10286-1477
Signature: <i>John Doe</i>	Date: 10/3/2008	
Comments:		

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

Quarterly Advance Remittance Report Instructions

(Please refer to the Sample Quarterly Advance Remittance Report)

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

Employees: **Able, Ellis & Fisher**
Employee Status Change: No change
Pension Weeks: Calculated based on weeks in July, August & September 2008.
(Pre-populated)
Profit Sharing Weeks: Calculated based on weeks in July, August & September 2008.
(Pre-populated)
Months: Calculated based on current months worked in October, November
& December 2008.
Advance Months: Not applicable

Employees: **Baker**
Employee Status Change: Terminated (TE) 09/12/2008
Pension Weeks: Calculated based on eligible weeks in July, August & September 2008
(Pre-populated)
Profit Sharing Weeks: Calculated based on eligible weeks in July, August & September 2008.
(Pre-populated)
Months: Calculated based on eligible calendar days in the month of July, August
& September 2008 (Use Prorated Lookup Reference Chart)
Advance Months: Return three-month advance for the months of October, November &
December 2008.

Employees: **Cruz**
Employee Status Change: Leave of Absence (LA) 07/04/2008
Pension Weeks: Calculated based on eligible weeks in July 2008. (Pre-populated)
Profit Sharing Weeks: Calculated based on eligible weeks in July 2008. (Pre-populated)
Months: Calculated based on eligible calendar days in the month of July 2008.
(Use Prorated Lookup Reference Chart)
Advance Months: Not applicable

Employees: **Durant**
Employee Status Change: Short-Term Disability (SD) 08/01/2008 Employer reports 08/08/2008
Pension Weeks: Calculated based on eligible weeks in July & August 2008. (Pre-populated)
Profit Sharing Weeks: Calculated based on eligible weeks in July & August 2008. (Pre-populated)
Months: Calculated based on eligible calendar days in the months of July & August
(Employer must report the first seven days of absence as time worked)
(Use Prorated Lookup Reference Chart)
Advance Months: Not applicable.

Quarterly Advance Remittance Report Instructions

(Please refer to the Sample Quarterly Advance Remittance Report)

Employees:	Galo
Employee Status Change:	Hired (HI) 06/23/2008
Pension Weeks:	Member is not experienced so weeks will not be populated (No contributions shall be made to the Pension Fund on behalf of a new hire until the new hire has completed one (1) year of employment in the Building Service Industry)
Profit Sharing Weeks:	Member is not experienced so weeks will not be populated (No contributions shall be made to the Supplemental Retirement Savings Plan (SRSP) Fund on behalf of a new hire until the new hire has completed two (2) years of employment in the Building Service Industry)
Months:	Calculated based on eligible calendar days in the month of September 2008. Since Galo was hired on June 23, 2008, contributions are due on the 91 st day on September 22, 2008. Days should be calculated from that date to September 30, 2008. (Use Prorated Lookup Reference Chart)

- Provides formula for employers to calculate what contributions are due.
- **Rate** and **Time Unit** is pre-printed (make changes if necessary)
- To determine Total Current Due for each Fund, calculate the formula: "**Rate x Time Unit = Total Current Due**".
- To determine Advance Requirement Payment for each Fund, calculate the formula: "**Rate x Time Unit = Total Advance Requirement Payment**".
- Add all entries in the "**Total Due per Fund**" column and enter the amount in the "**TOTAL DUE**". The "**TOTAL DUE**" is the amount the employer must remit to the Funds.