

**Employer Census Form**  
Building Service 32BJ Benefit Funds

**Questions? Call: (212) 388-3354**  
Or email: employerrelations@32BJFunds.com



Failure to report Employer Census change information within 30 days may subject you to interest and liquidated damages.

- Check reason for**
- Update your billing/mailling address     Update managing agent information
- Update contractor information     Sale of building     Sale of company     Building closed

**All Employers** please complete **Section 1 and Section 5** including the EIN (Employer Identification Number). For a change to *Employer Information*, you must also complete **Section 2**. For a change of *Owner Information*, you must also complete **Sections 3 and 4**.

**Section 1 Previous Employer Information**

**Account Number** (as found at the top of your remittance report)

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Employer #	Building #	Contract #	Provision #	Seq. #	Grp.#	Employer Identification Number	
Company Name						Your Department	
Worksite Address				City	State	Zip Code	

**Section 2 Change to Employer Information**

Primary Contact Name	Telephone Number
Company Name	Alternate Telephone Number
Street Address	Fax Number
City                      State                      Zip Code	Email Address
Is this the primary billing address <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Effective Date (Month/Day/Year)</b>

**Section 3 Previous Owner Information**

Previous Owner Name	Telephone Number
Street Address	Fax Number
City                      State                      Zip Code	Email Address

**Section 4 Change of Owner Information**

New Owner Name	Telephone Number
Street Address	Fax Number
City                      State                      Zip Code	Email Address

**Section 5 Employer Signature**

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Employer Signature                      Employer Name                      Current Date (Month/Day/Year)

Please Mail or Fax completed forms with necessary documents to:  
**Employer Relations • Building Service 32BJ Benefit Funds**  
**101 Avenue of the Americas • New York, NY 10013-1991** or **Fax to 212-388-2033**