Policy on Remittance of Employer and Employee Contributions

To ensure that the Administrative Office is able to properly credit employer and voluntary contributions to employee accounts, the following policy has been established.

Any employer reporting more than 50 transactions on any remittance must submit the data electronically via excel or other format approved by the Administrative Office. All data sent via email must be encrypted with the password supplied by the Administrative Office. All data not transmitted via email must be transmitted through a secure FTP transmission in a format approved by the Administrative Office.

If you are not already submitting remittance information electronically, for more information please go to: www.flexplan.com/remit or www.ei401kplan.com/remit

If the Administrative Office is not provided with sufficient information to properly credit all employee accounts the employer will be considered delinquent. Although the payment may have been received by the Administrative Office, the report will be processed as of the date the information necessary to apply the payment is received and therefore shall be subject to late fees, interest and liquidated damages if not received on time. Insufficient information also includes the inability to match electronic or check payments to reports received. If there is not a one to one relationship (one ACH payment to one report or one check to one report), the employer must identify what payments (electronic and check payments) are to be applied to what specific reports.

To avoid rounding problems, all math computations must be done on an individual by individual basis. Example: The column total for wages multiplied by the rate cannot be accepted, only the sum of the individual computations may be submitted.

All reports submitted to the Administrative Office must be legible and if submitted by paper, no smaller than an 8pt font. The report must be legible and clearly identify the following:

- Employer Name
- Local Union Name and Number
- Production/Job Name (if applicable)
- Employee Information
  - 9 Digit Social Security Number (if only the last 4 digits of a SSN are supplied, the Administrative Office cannot process new employees)
  - Last Name, First Name, Middle Initial
    - If the following information is available it should be provided, if it is not provided and a new employee is reported, the employer will receive a notice requesting employee information and they must respond within 21 days of the request:
      - Address
      - City
      - State
      - Zip code
      - Gender
      - Date of Birth
      - Phone Number
- Contribution Type
  - Employer – Flex Plan Contribution
  - Employer – 401(k) Plan Contribution
  - Voluntary Pre-tax Withholding – Flex Plan
  - Voluntary Pre-tax Withholding – 401(k) Plan
  - Voluntary Roth After-tax Withholding – 401(k) Plan
- Pay Period Ending Date
- Wage Information (should be reported for all employees, regardless of the contribution basis)
- Contribution Basis
  - Days
  - Hours
  - Base Wages
  - Gross Wages
  - Rate
  - Amount per day, or
  - Amount per hour, or
  - Percentage of Gross or Base Wages
- Payment Amount
  - This amount must be equal the Contributions Basis multiplied by the rate