



DATE:

TO: **ALL EMPLOYERS, IATSE LOCAL UNIONS, PAYROLL COMPANIES AND PAYROLL AGENTS
MAKING CONTRIBUTIONS TO THE IATSE NATIONAL BENEFIT FUNDS**

**REMINDER REGARDING END OF YEAR REMITTANCE REPORTS
COVERING WORK PERIODS THAT SPAN FROM
DECEMBER INTO JANUARY OF THE FOLLOWING YEAR**

Pursuant to the policies and procedures set forth by the Board of Trustees of the IATSE National Benefit Funds as stated on page 2 of the Employer Contributions and Collections Guidebook with respect to remitting contributions to the Fund, **“All work dates MUST fall within the same calendar month for proper crediting.”** (A copy of the Guidebook has previously been provided, but can also be found on the Fund’s website at www.iatsenbf.org.)

This is especially critical for remittance reports submitted for work periods at the end of the year. As such, reports cannot contain work periods that include dates of work in December and dates of work in January of the following year regardless of your payroll period end date. You MUST complete a separate remittance report for December and for January. For example, the Funds cannot accept a report that covers the work week of December 30, 2014 through January 5, 2015. Such work period MUST be split into two separate reports – one covering December 30-31, 2014 and the other covering January 1-5, 2015.

In connection with the above, please be advised that with respect to any reports you submit to the Funds that do reflect such a work period crossing from one year into the next, you will be contacted to provide the splits accordingly. If such splits are not forthcoming, the respective reports and contributions will be returned to you. Once the reports and contributions are returned, you may only resubmit them at such time as the splits are provided. Please note that of course this could affect the timely crediting of the contributions for your employees and could therefore jeopardize their benefits.

If you have any questions, please contact Mike Fife, Director of Contracts & Contributions, at mfife@iatsenbf.org or (212) 580-9092 ext. 8315.