

Send Your Remittance Report Electronically

Affiliates Pension Fund

This will not only help you save time and money every month but also help with a faster, more accurate posting of your employee's information into our system. All that needs to be done is to create an excel spreadsheet in the format below and email the file to the Fund. Then just mail your payment with copy of one page of the pre-printed remittance report to the designated lockbox. You can even send payment electronically to the Fund via ACH or wire transfer for even faster processing.

- **Save time filling out monthly remittance reports!**
- **Save money on postage!**
- **Faster and More accurate posting of employee data!**

If you have any questions about how to do this, please contact Kisha Smith at 202-730-7503 / kisha.smith@seiufunds.org

SPREADSHEET FORMAT

ROW 1:

COLUMN A: Local Union Number

COLUMN B: Paydate (Format YYYYMMDD for example 20170601)

ROW 2 through

COLUMN A: Social Security Number (XXXXXXXXXX /Full number, No hyphens)

COLUMN B: Province Code

COLUMN C: Blank

COLUMN D: Salary

COLUMN E: Last Name

COLUMN F: First Name

COLUMN G: Middle Initial

COLUMN H: Date of Birth (YYYYMMDD)

COLUMN I: Hire Date (YYYYMMDD)

COLUMN J: Termination Code

COLUMN K: Termination Date (YYYY)

COLUMN L: Blank

COLUMN M: Gender

COLUMN N: Address 1

COLUMN O: Address 2

COLUMN P: City

COLUMN Q: State

COLUMN R: Zip Code

Below is an example of what the format should look like:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
715	20170601																
123456789			2000.00	Johnson	Joe	J	19650130					M	1 First St.	Apt#3	St Paul	MN	55379
234567891			2500.00	Doe	Mary	E	19460816					F	2 Dahl Ave	#22	Hopkins	MN	55116
345678912			0.00	Doe	John	P	19541224		2	20170530		M	3 HWY 55		Edina	MN	02135

Please note that your employer number, site number, month being reported and full social security number should be included on each spreadsheet.