

Send Your Remittance Report to Our Secure Server

Remittance.reports@seiufunds.org

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 our secure server at remittance.reports@seiufunds.org and include the employer and site numbers on your regular remittance report in the subject line. 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.

Note that this type of reporting is required for any employer that is reporting on a percentage of salary basis.

If you have any questions about how to do this, please contact Ken Anderson at 202-730-7503 or kenneth.anderson@seiufunds.org.

SPREADSHEET FORMAT EXAMPLE (% of Salary Reporting)

ROW 1: Employer Name and numbers (Bayview Condo 1/1845/2351/From Remittance Report)

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

COLUMN B: Paydate (i.e. the month contributions are for. Format: YYYYMM)

COLUMN C: Salary Reported

COLUMN D: Last Name

COLUMN E: First Name

COLUMN F: Middle Initial

COLUMN G: Hire Date (Format YYYYMM)

COLUMN H: Birth Date (Format YYYYMMDD)

COLUMN I: Gender (M/F)

COLUMN J: Termination Date (Format YYYYMM)

COLUMN K: Termination Code (1=deceased 2=retired 3=laid off/resigned 4=misc/other)

COLUMN L: Hours Worked

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

A	B	C	D	E	F	G	H	I	J	K	L
Bayview Condo	1/1845/2351										
123456789	200204	2500.00	Johnson	Joe	J	199902	19650130	M			140
228282828	200204	1500.00	Doe	Mary	E	198412	19460816	F			100
999887777	200204	5000.00	Doe	John	P	200005	19541224	M	200106	3	180.5

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