

## EMPLOYERXG ENROLLMENT FORM

Today's Date:

Name of Contributing Employer:

Employer Address:

Employer Federal Tax ID#

Individual Responsible for Remitting Reports and Contributions:

Name:

Email:

Phone Number:

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We are interested in the upload function of online reporting, and would like the csv template sent to us.

	A	B	C	D	E
1	SSN	LAST	FIRST	DOB	HW
2	123456789	LAST	FIRST	1/1/2022	100
3					

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We are NOT interested in the upload function of online reporting.

We will be paying via:

☐

Check

☐

EFT

☐

ACH

Upon receipt of this form, the Fund office will set you up in our system and send an invitation which will include the website address and your invitation code. You will need to sign up on the website to create your own user name and password. All bank information is set up directly by you on the secure site. You will then be ready to start remitting electronically. There is a tutorial available on the site to walk you through the electronic processing of your report(s) and payment(s). Of course, we are also available to help you if you need assistance.

We look forward to working with you on future electronic remittance processing.

Sincerely,

The Building Trades United Pension Trust Fund