

October 4, 2022

COMPANY NAME
ATTN: ACCOUNTS PAYABLE
ADDRESS
CITY, STATE, ZIP

Dear Employer,

We are pleased to offer the opportunity to begin **electronic contribution remittance** for The Building Trades United Pension Trust Fund. The E-remit secure portal, allows you to file and make electronic payment for your monthly contribution reports. To start the enrollment process we will need the attached EmployerXG Enrollment Form completed including:

- Organization Federal Tax ID Number
- First and Last Name of the person who will be the Admin User
- Email Address for the Admin User

All of this information is requested on the enclosed Enrollment Form. Please email it to Amanda Leonhardt at aleonhardt@Wilson-McShane.com.

If you have any questions, please contact the Pension Fund Office otherwise, we look forward to working with you on this enhanced process.

Sincerely,

Board of Trustees
The Building Trades United Pension Trust Fund