



DATE

EMPLOYER
ADDRESS
CITY STATE ZIP

**Re: Electronic Payment for Employer Pension Contributions to the
Building Trades United Pension Trust Fund**

Dear Employer:

The Building Trades United Pension Trust Fund is offering contributing employers the ability to submit their employer defined pension contributions electronically through our secure Basys software portal "EmployerXG." Payment may be made via check, ETF, or ACH.

If you are interested in enrolling in the Basys EmployerXG portal, please complete the one-page enrollment form and email to BTPAR@wilson-mcshane.com, mail via USPS, or fax to (262) 784-8598.

In the meantime, if you have any questions or concerns, please do not hesitate to contact us at the office number or email address below.

Sincerely,



The Building Trades United Pension Trust Fund, Accounts Receivable
PO Box 520 | Elm Grove, WI 53122-0520
Office (262) 201-7062 | BTPAR@wilson-mcshane.com