

463 Electronic Remittance Instructions

I have attached a copy of our template for your use. For your submission of your remittance reports electronically, you would need to have the following items complete:

1. Employers Name
2. Account Number – This is an 8 digit number we have assigned to you
3. The month and year, you are remitting contributions for. This can be done in alpha or numeric.
4. The type of units you are reporting, days or hours. **If remitting in weeks please leave as days** and if remitting monthly, put a 1 in for each employee's time.

The next step is to fill in the fields for each employee's first name, last name (in alphabetical order), full social security number and the amount of contribution units being reported for **every employee**. **We are not to assume who contributions are being contributed for**. If there is other information which you currently include on your report or worksheet, it can be placed to the right of required information columns. The first open column would be column J. You can use as many columns as you wish, please do not put totals or information after your last employee. When you are done simply attach it to an email and send it to 463reports@asp-benefits.com. **THIS EMAIL IS FOR REPORTING PURPOSES ONLY!**

A few things you need to know:

- **To ADD** a New Employee, we need ***FIRST AND LAST NAME, SOCIAL SECURITY NUMBER, DATE OF BIRTH, AND DATE OF HIRE (the first month they are reported for)***. If you have a new employee, please have them fill out a work record **and** census beneficiary card and forward it to the Fund office. This can be done by mail or scan and email to remit@asp-benefits.com
- **DO NOT** change or remove the formulas in cells F6 and F8. By doing so, you risk sending your report incorrectly.
- Please password protect your file using your 8 digit account number as your password. Do not use a **hyphen** or **space** in the account number.