

AMERICAN FEDERATION OF MUSICIANS AND EMPLOYERS' PENSION FUND
PENSION CONTRIBUTION TRANSMITTAL PROCEDURES FOR LOCAL UNIONS
THAT RECEIVE PENSION CONTRIBUTIONS DIRECTLY FROM EMPLOYERS:

These Cash Receipts Procedures apply to all Local Unions that receive pension contributions payable to the American Federation of Musicians and Employers' Pension Fund ("Fund") from contributing employers for forwarding to the Fund.

1. **Accepting Pension Contributions.** The Local may accept pension contributions from an employer (or its authorized payroll agent) only if the contributions meet the following conditions:
 - a. All pension contributions must be made by check or money order. The Local may not accept cash as payment of pension contributions under any circumstances.
 - b. All checks must be made payable only to the American Federation of Musicians and Employers' Pension Fund. If a check is made payable to any other entity (e.g., the Local), the Local should contact the employer for a replacement check. The Local may not deposit a check for pension contributions made out to the Local and send the Fund a check drawn on its own bank account.
 - c. All checks must be in payment of pension contributions only. If a check made out to the Fund includes amounts due for health and welfare benefits and/or work dues payments in addition to pension contributions, the Local should hold the check and request the employer to prepare a replacement check for pension contributions only. The first check must be retained in safekeeping at the Local office and should be returned to the employer only after the replacement check is received by the Local. All checks being held by the Local must be listed on the Electronic Cash Transmittal Form ("E-Form") described in (3) below.
2. **Sending Pension Contributions and Remittance Information to the Fund.**
 - a. The Local must stamp each check, preferably on the check stub, with a date stamp indicating the date the check was received at the Local office. Generally, this should be within a few days of the date shown on the face of the check. If the check is received at the Local more than 2 weeks after the date of the check, an explanatory comment should be made on the E-Form described in (3) below.
 - b. The Local must mail all pension contributions accepted by the Local to the Fund no later than 1 day after the completed E-Form has been sent to the Fund Office. All applicable remittance information (including the mailing envelope in which the check was originally sent to the Local, if applicable) and any other documentation that accompanied the payment from the employer (e.g., agreements, correspondence) should be stapled to the check.

3. Remitting Information to the Fund Electronically.

- a. For each week that the Local receives pension contributions, the Local must complete an E-Form (a hard copy is attached).
- b. The Local must include on each E-Form:
 - the specified details for all pension contributions that the Local has accepted on the Fund's behalf;
 - a list of all checks for pension contributions that the Local is holding, for whatever reason, and
 - a list of all pension contributions for which the Local has returned an improperly filled out check to the Employer.
- c. The Local must e-mail [or fax?] the completed E-Form to the Fund (at Transmittals@afmepf.org) no later than the Tuesday following the week in which the Local received the pension contribution payment.

4. Actions by Fund Office. The Fund Office will:

- a. Compare the checks listed on each E-Form received from the Local to the checks received by mail from the Local relating to that E-Form and will notify the Local of any discrepancies between the data shown on the E-Form and the checks received within 2 business days of the date on which the checks are received at the Fund Office.
- b. If the Fund does not receive the checks listed on the E-Form within 7 days of the date of the E-Form that was received at the Fund Office, the Fund will notify the Local.
- c. Each Wednesday, the Fund will notify the Local if an E-Form was not received at the Fund Office for the preceding week.
- d. The Fund will treat the date the payment was received at the Local office as the date the payment was made to the Fund. If a payment is late, the Fund will assess the employer late payment interest charges up to the date the Local receives the payment from the Employer. If the Local holds checks without notifying the Fund or without a reason determined by the Fund to be valid, if the Local misplaces checks or, if the Local loses checks before mailing them to the Fund Office, the Local will be responsible for the payment of late payment interest charges from the date the payment was received at the Local office to the date the payment is actually received by the Fund.
- e. The Fund will send a quarterly statement to each employer, with a copy to the Local through which pension contributions are transmitted, showing all

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contributions received during the prior quarter. The statements will be sent out in the last week of the month following the calendar quarter in which the payment was remitted to the Fund Office.