

## REMITTANCE FORM INSTRUCTIONS

The remittance report form is for use in making your monthly reports and payments to the Local No. 392 Fringe Benefit Funds. The remittance report form must be submitted by e-mail to [fringes@local392fringefunds.com](mailto:fringes@local392fringefunds.com) not later than the 15<sup>th</sup> day of the month following the preceding month in which hours were worked.

All contributions submitted by the employer and received via Electronic Funds Transfer by the last business day of the month following the preceding month in which hours were worked. Please note that payments are due for all hours covering the required payments for the preceding month. Contributions received later than the last business of the month will be assessed 8% liquidated damages on the unpaid balance. Contributions shall be sent using the following banking information:

Bank Name: Fifth Third Bank  
Account Name: Plumbers, Pipe Fitters & MES Local No. 392  
Routing Number: 042000314  
Account Number: 9990200306  
Account Type: Checking

Also, please note that the wage rate of each employee for whom contributions are paid must be shown after his name in Column No. 3 and also the gross wages must be shown for each employee in Column No. 7 on the remittance report form. If an employee is paid at more than one rate, the number of hours at each rate must be shown. When different report forms are used, this information must still be shown for each employee.

Please note in the spaces provided on the form if no hours are to be reported for the month or when you are submitting your final report.

For the Vacation Fund, **This must be remitted separately.** E-mail a copy of the remittance report to [remittance.392fcu@fuse.net](mailto:remittance.392fcu@fuse.net). Contributions must be submitted via Electronic Funds Transfer to the account provided by the Local Union 392 Federal Credit Union. The remittance report and contributions must be received by the 15<sup>th</sup> business day of the month, or the first legal banking day thereafter, for hours accrued during preceding month.

If you have any questions regarding the Fringe Benefit Funds, please contact the Fringe Benefit office. Questions regarding the Vacation Fund should be directed to the Credit Union office and questions regarding dues should be directed to Plumbers, Pipe Fitters & MES Local Union No. 392.