



**Welfare & Pension
Administration Service, Inc.**

Second Avenue, Suite 300
P.O. Box 34203
Seattle, Washington 98124
Telephone (206) 441-7574 • FAX (206) 441-9110

TO: All Participating Employers
Northern California Carpenters 401(k) Plan

RE: Electronic Remittance Reporting

Welfare & Pension Administration Service, Inc. (WPAS) is pleased to have been chosen to provide the remittance processing service to the Northern California Carpenters 401(k) Plan. WPAS encourages employers to submit their weekly 401(k) Plan remittance reports using our secure web site and remit payments electronically. By electing to submit your reports and contributions in this manner, it will be beneficial to both employers and their employees. WPAS will receive the information sooner, allowing your employees' benefits to be updated in a more timely manner.

Electronic reporting will eliminate problems associated with calculating amounts owed, issuing a check, and preparing reports for mailing. The web site will allow you to either key or import the appropriate data from a payroll system each week, calculate the amount of 401(k) payroll deductions due to the Plan, and give you an opportunity to pay via Automated Clearing House (ACH). In most instances, the cost of ACH is less than the cost of postage.

The minimum data required on your weekly remittance report:

- Employer name
- Employer address
- Employer account number
- Reporting period (from/to dates)
- Employee name (First, MI, Last)
- Employee social security number
- Number of hours worked
- Contribution amount
- Contribution type (pre-tax or Roth) *It is important that pre-tax contributions and Roth contributions for individual employees are reported separately*



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The minimum technical requirements to utilize this system are:

- A PC with a DSL/broadband Internet connection
- Microsoft Internet Explorer browser version 6.0 or higher
- A valid, active e-mail account

Enclosed is an electronic reporting application and authorization for electronic funds transfer. Please complete the form and return it to WPAS in the enclosed envelope. You will receive your user name and password and comprehensive instructions on how to use the web-site in mid-August.

Due to the weekly reporting requirements, WPAS encourages all employers to take advantage of this opportunity to report electronically. We believe that you will find web-site reporting to be efficient and user-friendly.

Should you decide not to take advantage of the electronic reporting tool WPAS will accept hardcopy reports along with your payment check. Hardcopy reports should be on an 8 x 11 document in Excel spreadsheet format and must contain the same data requirements as listed above. The size specification is important for scanning purposes. If you do not include all data requested on your report, processing will be delayed by a minimum of one day.

All inquiries regarding Remittance Reporting should be directed to:

WPAS
2815 2nd Avenue, Suite 300
PO Box 34203
Seattle, Washington 98124-1203
Phone: 206-441-7574

Or

Toll Free: 800-732-1121 **Ruth Dusbabek at ext. 3410 or email rdusbabek@wpas-inc.com**
Karen Bernett at ext. 3300 or email kbernett@wpas-inc.com

Sincerely,
Welfare & Pension Administration Service, Inc.