



## **INSTRUCTIONS FOR REMITTANCE REPORTING FORM**

1. If you generally report on less than 25 employees, open the MS Excel file “RemittanceForm25” If you report on more than 25 employees open the file “RemittanceForm.”
  - a. If you receive a security warning, just click on “Enable Editing.”
  - b. Click on the “Summary” tab.
  - c. Insert the employer name, address and payroll end date in the appropriate cells.
  - d. You may enter any Fund Office issued credit or shortage amount to the contribution column toward the lower portion.
  - e. Enter your name, date, your contact number and email address.
2. Click on the “Fringe Detail” tab.
  - a. Enter the participant’s SSN by omitting the spaces.
  - b. Enter the participant’s name
  - c. Select the employee’s classification from the drop down list in column D..
    - i. **Note:** If the participant’s classification changed during the pay period, enter the detail for the first classification, then enter the SSN, name and new classification the second classification on a new row.
  - d. Enter the participant’s DC Elective amount, including the “catch up” elective, in Column G.
  - e. Enter the participant’s gross wages for the pay period in Column H.
  - f. Enter the Participant’s hours (straight time, over-time double-time and Non-Fringe hours) in Columns I – L.
    - i. Select the reason for the non-fringe hours from the drop down list in Column M.
  - g. The total hours and amounts due by fund will be calculated and displayed in Columns O – AB.
  - h. Enter the information for the next employee as stated above.
  - i. If you will be mailing the report, you can print the fringe detail page.
    - i. Note: Only the summary information that is needed by the Fund Office will print. The allocation and totals will not print.
3. Click on the “Summary” tab.
  - a. The total amount due will be displayed along with the allocation amongst the various funds.
  - b. Insert the name of the preparer in the appropriate cell.
  - c. If you will be mailing the report, print the summary page

## **SUBMITTING THE REPORT AND FUNDS**

The report can be submitted to the Fund Office in either electronic or paper format.

1. To submit the report electronically:
  - a. Password protect the MS Excel file.
  - b. Save the file and give it a unique name by using your employer number followed by a hyphen then the full report end date (Example, 1690-20181228)
  - c. Email the file to [OfficeStaff2@725benefits.org](mailto:OfficeStaff2@725benefits.org).
  - d. Separately email the password to the [OfficeStaff2@725benefits.org](mailto:OfficeStaff2@725benefits.org).
  - e. Mail the check to the Fund Office at the address on the “Summary” tab.
  - f. If paying by ACH, do so using the same method as present.



15800 Pines Blvd, Suite 201, Pembroke Pines, FL 33027  
info@725benefits.org | 754.777.7735

2. To submit the printed report:
  - a. Print the “Summary” tab.
  - b. Print the “Fringe Detail” tab.
  - c. Mail the printed report and check to the address on the “Summary” tab.

### **MISC.**

For subsequent reports, you can save data entry time by simply deleting the wages and hours from the previous report and giving it a new unique name.