



December 1, 2016

REMINDER NOTICE REGARDING THE COMPANY DATA SHEET AND SETTING FORTH THE EIN ON CONTRIBUTION REPORTS

As of January 1, 2017, contributions and/or accompanying remittance reports will **NOT** be accepted ***unless***:

- A Company Data Sheet (“CDS”) for the Signatory Employer has been completed and is on file at the Fund Office or you have registered on our website, www.iatsenbf.org and provided the required information. Such CDS, or online registration, requires the signatory employer’s EIN. A CDS is on the back of this notice for your convenience.
- The Signatory Employer’s name and EIN are noted at the top of every contribution report submitted to the Funds on behalf of that employer.

FREQUENTLY ASKED QUESTIONS

Q: What is a Signatory Employer? Is that the same thing as an Employer-of-Record?

A: The signatory employer is very simply **the company that signed the agreement with IATSE or an IATSE affiliated local union requiring contributions to be made to the IATSE National Health & Welfare, Pension, Annuity and/or Vacation Funds**. Very often that company is also the Employer-of-Record, but in many instances, a signatory employer might hire a payroll company to act as Employer-of-Record on their behalf for things such as payroll and taxes. However, they are still the company that signed the agreement and the name under which the contributions must be submitted.

Q: What is the EIN going to be used for?

A: **The EIN is going to be used solely as a unique identifier for each Signatory Employer in our database**. All reports will be processed using the employer’s EIN only. Every report must provide the EIN so that we can properly credit contributions to the signatory employer (the legal entity obligated to make such contributions). Make certain that the number on the reports submitted matches the EIN you provided for yourself or the company for which you are payrolling.

Q: If reports are being submitted by a payroll company, should their EIN be on the reports?

A: In order to uniquely identify the many payroll agencies reporting to the NBF, we would appreciate each agency’s EIN. However, that does not replace the requirement for the Signatory Employer’s EIN. Please refer to the Funds Employer Contributions & Collections Guidebook for a complete list of reporting requirements. The Guidebook can be found on the Funds website at www.iatsenbf.org.

If you have not yet returned a completed CDS to the Funds, you can do so by uploading it to the Funds website, faxing it to 646-783-7613, e-mailing it to dirizarry@iatsenbf.org or mailing it to: I.A.T.S.E. National Benefit Funds, Attn: D. Irizarry – CDS, 417 Fifth Avenue, New York, NY 10016.

If you have any additional questions, please contact Mike Fife, Director of Contracts & Contributions, at 212-580-9092.