American Federation
of Musicians &
Employers' Pension Fund

14 Penn Plaza – 12th Floor
New York, NY 10122
(212) 284-1200
Fax (212) 284-1300
www.afm-epf.org

American Federation of Musicians and Employer' Pension Fund
Pension Contributions Transmittal Procedures for Local Unions
that receive pension contributions directly from employer:

These Pension Contributions Transmittal 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 to be forwarded 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 should be made payable 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 forward the check to the Fund for deposit and contact the employer to advise them to correct this for future payments. The Local may not deposit a check for pension contributions made out to the Local and send the Fund a check drawn on the Local's bank account.

c. All checks must be a 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 may hold the check and request the employer to prepare a replacement check for pension contributions only. All checks being held by the Local must be listed on the Electronic Pension Contributions Transmittal Form ("E-Transmittal") 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-Transmittal Described in (3) below.

b. The Local must mail all pension contributions received by the Local to the Fund no Later than 1 day after the completed E-Transmittal Form has been sent to the Fund Office at:

AFM & E Pension Fund
ATTN: Transmittals
14 Penn Plaza – 12th Floor
New York, NY 10122

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. All checks listed on the E-Transmittal Form should be sent to the Pension Fund as a group in one envelope.

3. Sending Check Information to the Fund Electronically.

a. For every week in which the Local receives pension contributions, the Local must complete an E-Transmittal Form.

b. The Local must include on each E-Transmittal 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 the completed E–Transmittal 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-Transmittal Form received from the Local to the checks received by mail from the Local relating to that E-Transmittal Form and will notify the Local of any discrepancies between the data shown on the E-Transmittal 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-Transmittal Form within 7 days of the date of the E-Transmittal Form was received at the Fund office, the Fund will notify the Local.

c. Each Wednesday, the Fund will notify the Local if an E-Transmittal Form was not received at the Fund office for the preceding week. If you receive this email and you have sent in an E-Transmittal for the preceding week, please contact us immediately.

d. The Fund will treat the date the payment was received at the Local office as the date 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 may 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 listing all pension contributions that were remitted, with a copy to the Local. The statements will be sent out the month following the calendar quarter end (i.e. April, July, October, January)