



# **Laborers' District Council**

**of the Metropolitan Area of Philadelphia and Vicinity**

## **iRemit** Online Remittance Instruction Manual

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## Logging In

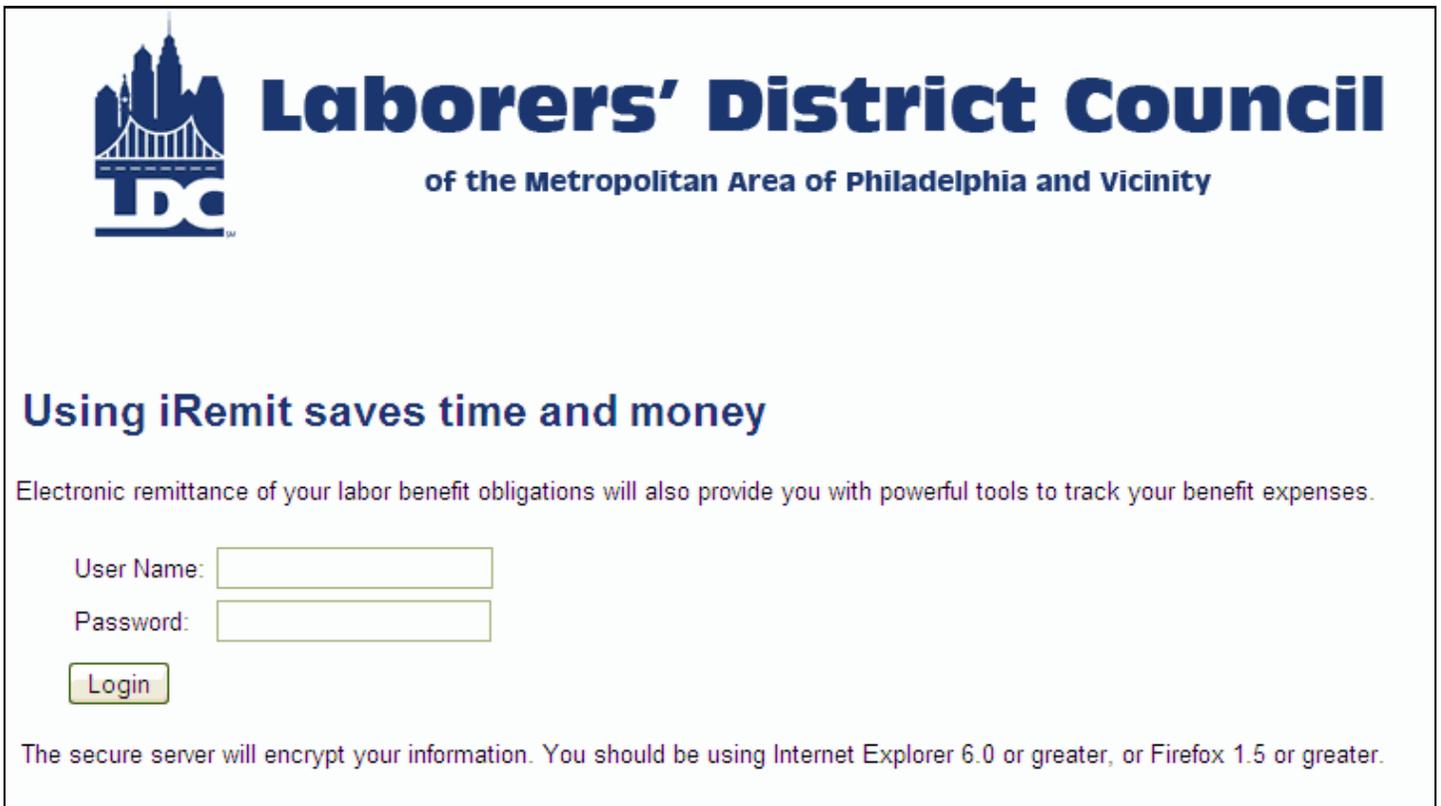
Prior to your first time using the iRemit system, you will receive an email from the Fund Office containing your login information. Once you have this information, you may begin to use iRemit.

Using your web browser, type in the website URL: [www.ldcpayonline.com](http://www.ldcpayonline.com)

Once there, please locate the iRemit link to reach the iRemit log-in screen (pictured below).

To log-in, please type in your username and temporary password into the provided fields and click on the Login button.

***Please note that your user name and password are case sensitive and must be typed in exactly as shown in your welcome email.***



**Laborers' District Council**  
of the Metropolitan Area of Philadelphia and Vicinity

### Using iRemit saves time and money

Electronic remittance of your labor benefit obligations will also provide you with powerful tools to track your benefit expenses.

User Name:

Password:

Login

The secure server will encrypt your information. You should be using Internet Explorer 6.0 or greater, or Firefox 1.5 or greater.

## Enter Your EIN

The very first time you log in, you will be required for security purposes to confirm your identity by inputting your Tax ID# or EIN (Employer Identification Number).

Input your EIN (do not input any dashes, just the numbers) and then click the Submit button.



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Please answer the following question.

What is your EIN?

*Please note: you will only be required to input your EIN when you are logging in to your account for the first time.*

## Changing Your Password

After successfully identifying yourself by EIN, you will be automatically taken to the change password screen. You must change your password from the temporary one provided in your welcome kit.

The change password screen will prompt you to type in your “old” password, and then type in a new password twice to confirm.

**Your new password must contain at least one letter, one number and one symbol and it must be at least 8 characters in length and no more than 12 characters in length.**

### Change Password

Change your password frequently and maintain in a secure place. We are unable to recover forgotten passwords.

Old Password:

New Password:

Retype Password:

*If you forget your password at any point,  
please contact the Fund Office.*

Once you have typed in your new password, click the Submit button. On the next screen you will receive confirmation that your password has been changed. You may click on the link at the bottom of the page to return to your home page.



## Laborers' District Council

of the Metropolitan Area of Philadelphia and Vicinity

You are logged in as test; [Click here to logout.](#)

**Password changed.**

[Click here to return to your home page.](#)

You may also change your password at a later date—this option is available on the main menu.

## Terms of Use

Each and every time you login, you will be required to review and agree to the terms of use before proceeding. If this is your first time logging in, this screen will appear immediately after you have changed your password.

You must review the terms, check the box next to “I agree to the terms of use” and click on the Continue button to get to the main menu.



## Laborers' District Council

of the Metropolitan Area of Philadelphia and Vicinity

You are logged in as test; [Click here to logout.](#)

### Agree to terms of use

Please read the terms of use carefully and give your assent before continuing.

I acknowledge and agree that I am authorized to submit this electronic report and/or contributions on behalf of the signatory employer for whom I am making this submission and that I have the authority to hereby acknowledge on its behalf that this employer is bound by collective bargaining agreement(s), between the Laborers' District Council of the Metropolitan Area of Philadelphia & Vicinity and/or its affiliated local unions covering the work indicated by the collective bargaining agreement(s) codes reported herein and the employer is also bound by the trust agreements governing the respective Funds.

I agree to the terms of use.

## Setting Up Bank Account Information

After you have successfully changed your password, you must now set up your bank account information if you would like to have the option of sending automatic online payments via ACH.

*If you would prefer instead to mail in your checks to the Fund Office, you may skip this step.*



The screenshot shows the Laborers' District Council (LDC) website interface. At the top left is the LDC logo, which features a stylized city skyline above the letters 'LDC'. To the right of the logo, the text reads 'Laborers' District Council' in a large, bold, blue font, with 'of the Metropolitan Area of Philadelphia and Vicinity' in a smaller blue font below it. Below the header, a message states 'You are logged in as test ; Click here to logout.' The main content area is titled 'What do you want to do?' and contains a list of five radio button options: 'Create new remittance report', 'Continue working on unfiled report', 'View report history', 'Set banking information' (which is selected, indicated by a green dot), and 'Change password'. Below the list is a 'Continue' button with a green border and a light green background.

From the main menu, select “Set banking information” and click on the Continue button.

## Setting Up Bank Account Information

On the next screen, you will be prompted to input your banking information. You must input the correct bank transit routing number, bank account number, and bank name. Once this information is entered in correctly, click the Submit button to continue.



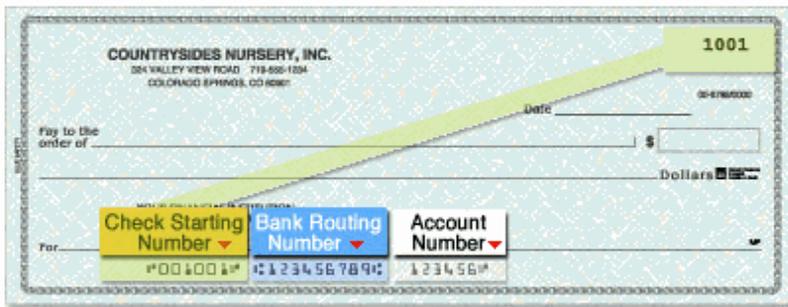
# Laborers' District Council

of the Metropolitan Area of Philadelphia and Vicinity

You are logged in as test; [Click here to logout.](#)

## Update banking information (optional)

Provide banking information for payments via ACH.



Bank Transit Routing Number:

Bank Account Number:

Bank Name:

If you do not want to enter banking information, [click here to return to your home page](#)

[Click here to return to your home page.](#)

## Setting Up Bank Account Information

Once you have successfully entered and submitted your bank account information, you will see a confirmation screen.

Now you may select the option to return to your home page and begin entering your remittance data.



**Laborers' District Council**  
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You are logged in as test ; [Click here to logout.](#)

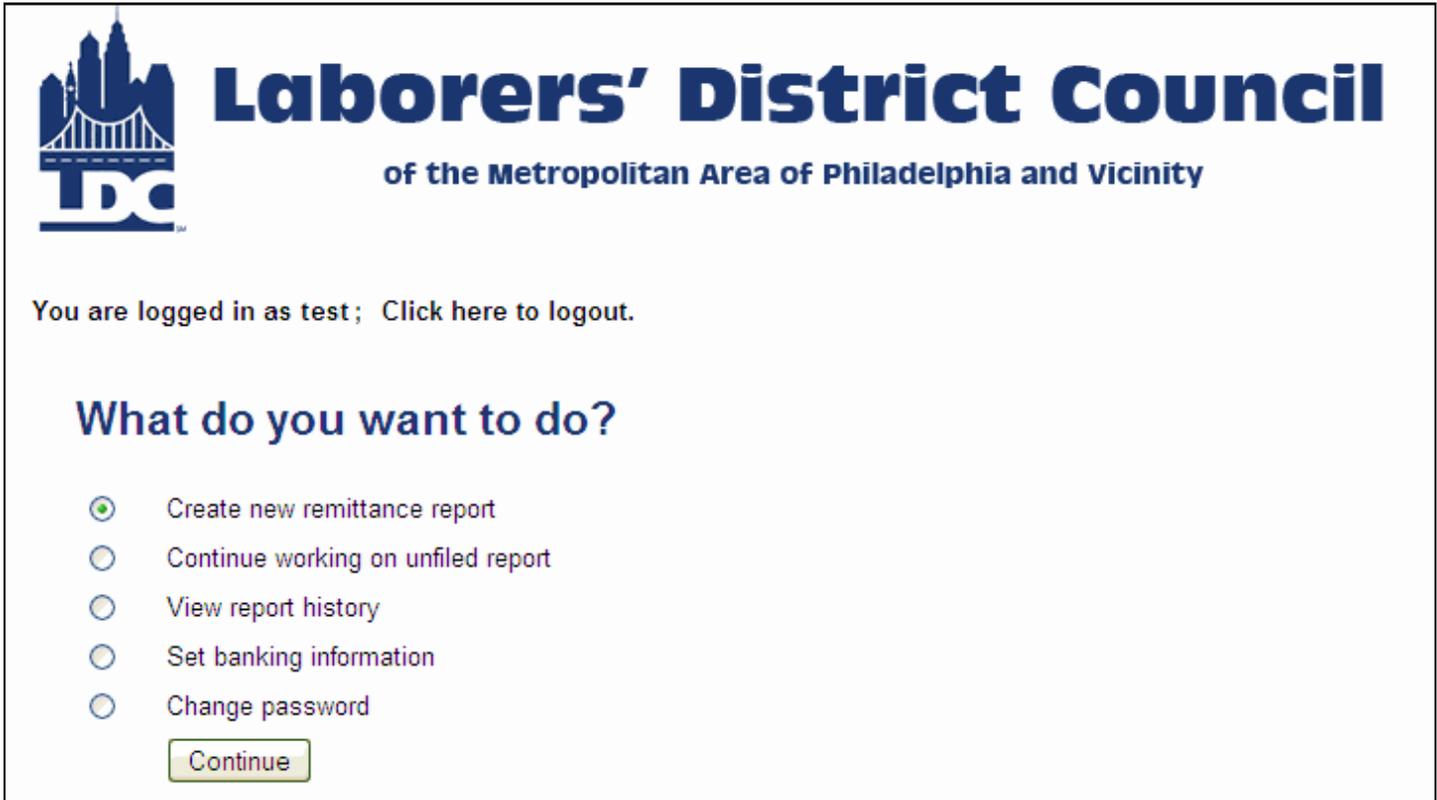
**Change accepted**

Your banking information has been updated.

[Click here to return to your home page.](#)

## Creating a New Remittance Report

From the main menu, select the first option to Create new remittance report, and click the Continue button.



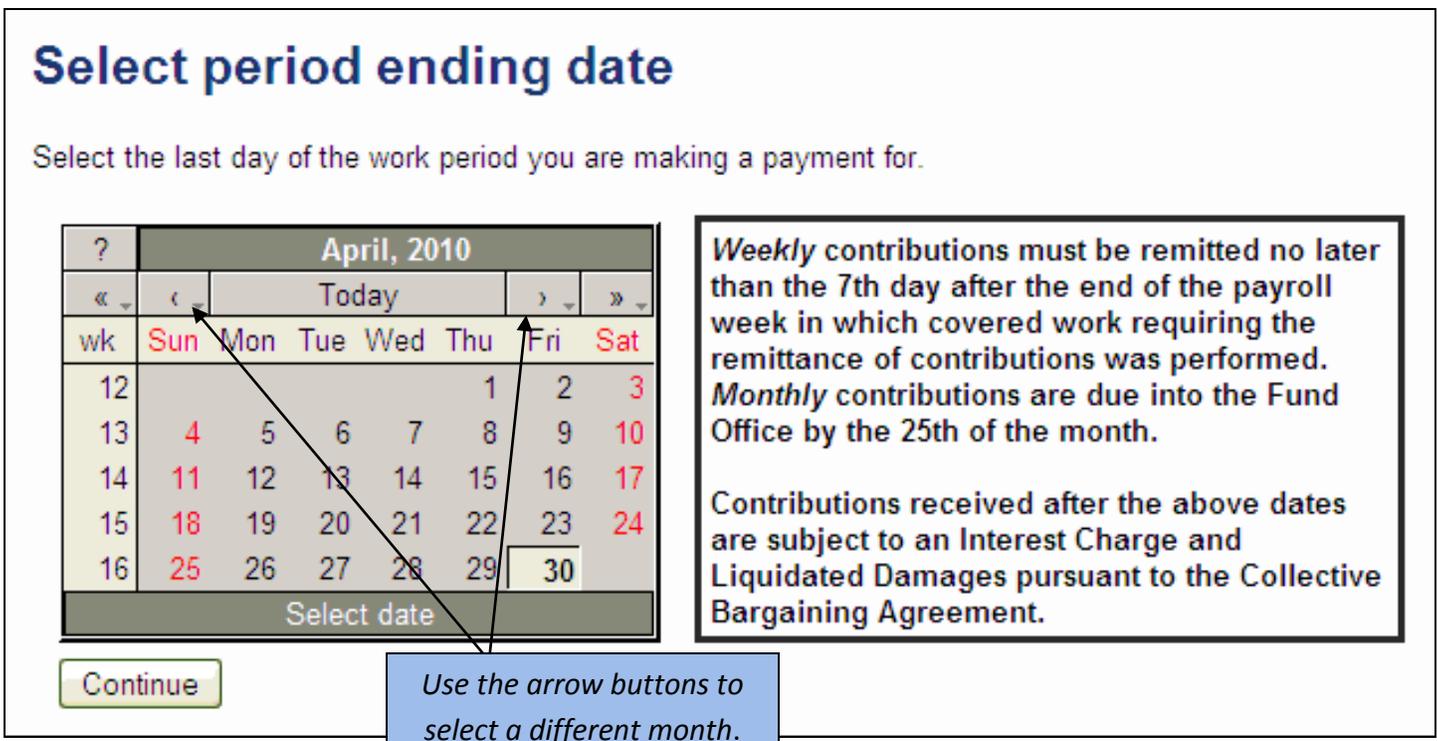
**Laborers' District Council**  
of the Metropolitan Area of Philadelphia and Vicinity

You are logged in as test; [Click here to logout.](#)

### What do you want to do?

- Create new remittance report
- Continue working on unfiled report
- View report history
- Set banking information
- Change password

The next screen will prompt you to select the period ending date. A calendar will be displayed showing the current date. Use the mouse to select the correct date for which you will be remitting.



## Select period ending date

Select the last day of the work period you are making a payment for.

?	April, 2010						
«	Today	»					
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12					1	2	3
13	4	5	6	7	8	9	10
14	11	12	13	14	15	16	17
15	18	19	20	21	22	23	24
16	25	26	27	28	29	30	

Select date

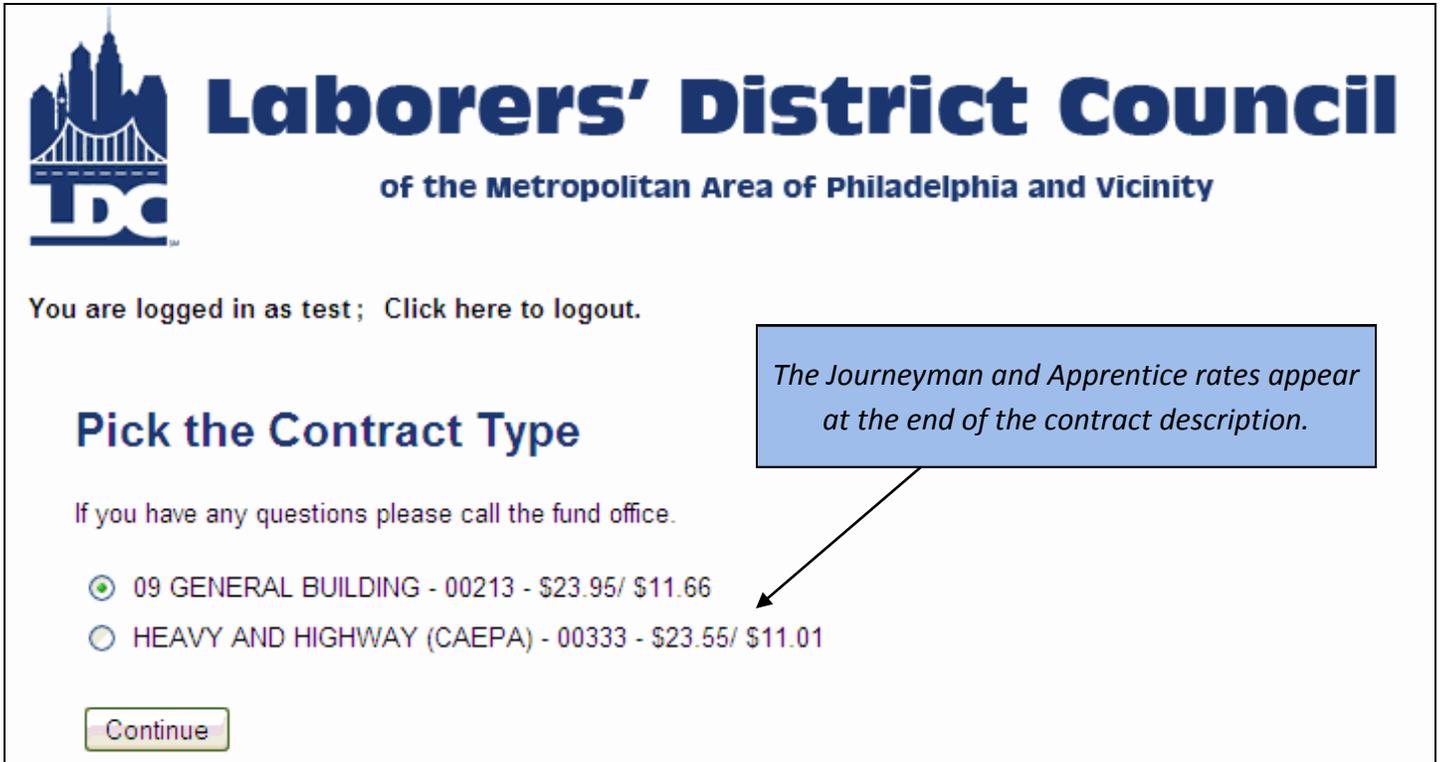
Use the arrow buttons to select a different month.

**Weekly contributions must be remitted no later than the 7th day after the end of the payroll week in which covered work requiring the remittance of contributions was performed. Monthly contributions are due into the Fund Office by the 25th of the month. Contributions received after the above dates are subject to an Interest Charge and Liquidated Damages pursuant to the Collective Bargaining Agreement.**

## Creating a New Remittance Report

Next you will be prompted to select the particular contract you are remitting for. Select the bullet next to the specific contract you would like to remit for, and then click on the Continue button.

*Please note that these contracts may vary from location to location, and the screenshot is only an example. The actual contracts that you see listed may differ from what appears here. If you have any questions regarding your contracts, please contact the Fund Office.*



 **Laborers' District Council**  
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You are logged in as test; [Click here to logout.](#)

### Pick the Contract Type

If you have any questions please call the fund office.

- 09 GENERAL BUILDING - 00213 - \$23.95/ \$11.66
- HEAVY AND HIGHWAY (CAEPA) - 00333 - \$23.55/ \$11.01

[Continue](#)

*The Journeyman and Apprentice rates appear at the end of the contract description.*

***If you are signatory to pinpointing jobs, please see the information on page 21.***

## Creating a New Remittance Report

iRemit will pre-populate with participant data (name and SSN) from the previous month's report for a specific contract. (If you are remitting a contract for the first time, the list may appear with no participants and you will have to add each person - see the information for adding a New Employee on the next page.)

You can now enter each participant's hours worked. You will also see a running total at the bottom of the table as you add hours. If necessary, you may also modify each participant's class if that has changed.

If a participant appears on the list but does not have any hours, leave the hours as zero and they will not appear on the next month's report.

### Enter remittance report

TEST EMPLOYER  
 1234 MAIN STREET  
 CHERRY HILL, NJ 08002  
 Contract Type: 09 GENERAL BUILDING - 00213 - \$23.95/ \$11.66  
 For period ending 4-30-2010  
 Voucher number: 207152  
 This is my final report.

Enter each participant's hours in this column.

SSN	Name	Class	Hours
111-11-1111	HUDSON, STANLEY	JOURNEYMAN ▼	120.00
222-22-2222	BEESELY, PAM	JOURNEYMAN ▼	80.00
333-33-3333	FLENDERSON, TOBY	JOURNEYMAN ▼	96.00
444-44-4444	SHRUTE, DWIGHT	APPRENTICE ▼	124.00
555-55-5555	HALPERT, JIM	JOURNEYMAN ▼	88.00
666-66-6666	MALONE, KEVIN	JOURNEYMAN ▼	76.00
777-77-7777	BERNARD, ANDY	APPRENTICE ▼	100.00
888-88-8888	MARTIN, ANGELA	APPRENTICE ▼	120.00
999-99-9999	SCOTT, MICHAEL	APPRENTICE ▼	90.00
123-45-6789	WALLACE, DAVID	JOURNEYMAN ▼	90.00
<b>Total</b>			<b>984.00</b>

#### New employees

SSN	First	MI	Last	Suffix	
					<input type="button" value="Add"/>
					<input type="button" value="Clear"/>

## Adding a New Employee

If a participant does not appear on the list, you may add the participant in the New Employee section on this page.

If the participant is already in the system, the name will automatically appear and you may click the Add button to add them to the remittance portion of the screen.

**New employees**

SSN	First	MI	Last	Suffix	Add
111-22-3333	KAREN		FILIPPELLI		Clear

If the participant is not already in the system, a warning will pop up to be sure that you have typed in the correct social security number. If the number is correct, you may type in the participant's name and click "Add" and they will be added to the remittance screen and the system. It is recommended that you notify the Fund Office if you are adding a brand new participant to the system.

**New employees**

SSN	First	MI	Last	Suffix	Add
987-65-4321					Clear

**Warning: That number does not match our records. If this is a new employee please continue, otherwise verify the number and re-enter. For a new employee you are required to provide first and last names.**

## Entering the Remittance Report

Once all hours have been correctly entered for each participant, hit the Calculate and Save Button at the bottom of the screen and iRemit will generate totals for each fund. If you notice any errors, or you forgot to enter in a new participant, you may make modifications to the main remittance table and hit the Calculate and Save button to recalculate.

**Calculate and Save**

Please review the totals in the table(s) below. If they are correct, you can use the "Submit" button to file the report. If they are not correct, you can make changes to the details above and re-calculate using the "Calculate and Save" button.

	Hours	Remittance
HEALTH AND WELFARE	984.00	\$8915.04
CONSTRUCTION INDUSTRY PENSION	550.00	\$3591.50
CONSTRUCTION INDUSTRY ANNUITY	550.00	\$2392.50
EDUCATION AND TRAINING	550.00	\$418.00
LEGAL	550.00	\$165.00
LECET	550.00	\$126.50
HEALTH AND SAFETY	550.00	\$66.00
FIELD DUES	984.00	\$1968.00
LDC POLITICAL ACTION COMMITTEE	984.00	\$295.20
IAP	984.00	\$295.20
		Total: \$18,232.94

**Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Payment method**

Mail check  
 Use ACH

**Submit Report**

You may also add comments , which will be included in the report that is sent to the Fund Office. If you have added a new employee, you can include the information in the comment box.

**Comments**

Comments  
Comments  
Comments

When you are ready to submit your report, click the Submit Report button .

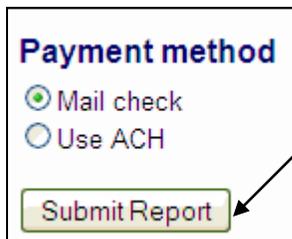
## Using Calculate and Save to Complete a Report Later

If you have started to fill out your remittance form, but for whatever reason you are unable to finish it during this iRemit session, you may hit the Calculate and Save button, and it will save your report to be completed at a later time. 

You may then log out and continue your unfiled report at a different time. For more information about completing an unfiled report, see page 18.

## Selecting a Payment Method

After you have reviewed your entries and are ready to submit the report, choose your preferred payment method – either Mail a check to the fund office, or pay via ACH (if you have enrolled your banking information). If you have not enrolled in ACH payment processing, you will see a message to submit the check payment to the Fund Office.



**Payment method**

Mail check

Use ACH

**Submit Report**

*You can make changes to your report at any point up until you click the Submit Report button. Once you have clicked this button, your report is submitted to the Fund Office, and you will need to contact the Fund Office to make any changes.*

## Submitting the Report

On the next screen, you will receive a confirmation that your report has been accepted. This confirmation page displays your Voucher number for this remittance, located under your address. From this screen you may use the link to view a PDF copy of your report, or you may use the link to return to your homepage.

### REPORT ACCEPTED

TEST EMPLOYER  
1234 MAIN STREET  
CHERRY HILL, NJ 08002

Voucher number: 207152

Contract Type: 09 GENERAL BUILDING - 00213 - \$23.95/ \$11.66  
For period ending 4-30-2010

	Hours	Remittance
HEALTH AND WELFARE	984.00	\$8915.04
CONSTRUCTION INDUSTRY PENSION	550.00	\$3591.50
CONSTRUCTION INDUSTRY ANNUITY	550.00	\$2392.50
EDUCATION AND TRAINING	550.00	\$418.00
LEGAL	550.00	\$165.00
LECET	550.00	\$126.50
HEALTH AND SAFETY	550.00	\$66.00
FIELD DUES	984.00	\$1968.00
LDC POLITICAL ACTION COMMITTEE	984.00	\$295.20
IAP	984.00	\$295.20
		Total: \$18,232.94

[Click here to view receipt in PDF format for printing](#)

[Click here to return to your home page.](#)

*By selecting this option, a new window will pop-up, displaying a PDF copy of your remittance report.*

## Viewing the PDF Report

The PDF copy will have all of the information that you entered in the remittance screen, in an easy to read format ready for printing. The first page lists the total amount owed, and the remaining pages will include the participants and their hours. The PDF will also include any comments you might have added.

If you are mailing a check as your payment, you must print a copy of this PDF report to mail along with your check. If you are submitting payment via ACH, there is no need to mail a printed copy of the report.

*Please note: If you are mailing a check as your payment, you only need to mail the first page. The subsequent pages that list participant hours can be kept for your own records. Also note the correct lockbox address will be listed in the upper right-hand portion of the first page.*

iRemit Report Confirmation		Please keep this page for your records.																																					
<p>Receipt# 207152</p> <p>TEST EMPLOYER 1234 MAIN STREET CHERRY HILL, NJ 08002</p> <p>Submission Date: 4-28-2010 Contract Type: 09 GENERAL BUILDING - 00213 - \$23.95/ \$11.66 Report Date: 4-30-2010</p> <p>Your report of \$18,232.94 has been submitted and your receipt number is 207258. Thank you for using the Laborers' District Council iRemit system. Please print this document or record the above receipt number for your records and include this receipt number in any correspondence regarding this iRemit.</p> <p>If you are paying by ACH, you do not need to return this receipt. If you are paying by check, please read the below instructions.</p>		<p>Receipt# 207152</p> <p>TEST EMPLOYER 1234 MAIN STREET CHERRY HILL, NJ 08002</p> <p>Submission Date: 4-28-2010 Contract Type: BUILDING (GBCA) - 00222 - \$23.95/ \$11.66 Report Date: 4-30-2010</p>																																					
<p>Lockbox bank: Wachovia Street 1: Laborers District Council - Benefit Fund Street 2: Lock Box #7791 Street 3: P.O. Box 8500 City, State, Zip: Philadelphia, PA 19178-7791</p>		<table border="1"> <thead> <tr> <th>Employee</th> <th>Class</th> <th>Hours</th> </tr> </thead> <tbody> <tr><td>HUDSON, STANLEY</td><td>JOURNEYMAN</td><td>120.00</td></tr> <tr><td>BEESEY, PAM</td><td>JOURNEYMAN</td><td>80.00</td></tr> <tr><td>FLENDERSON, TOBY</td><td>JOURNEYMAN</td><td>95.00</td></tr> <tr><td>SHRUTE, DWIGHT</td><td>APPRENTICE</td><td>124.00</td></tr> <tr><td>HALPERT, JIM</td><td>JOURNEYMAN</td><td>88.00</td></tr> <tr><td>MALONE, KEVIN</td><td>JOURNEYMAN</td><td>75.00</td></tr> <tr><td>BERNARD, ANDY</td><td>APPRENTICE</td><td>100.00</td></tr> <tr><td>MARTIN, ANGELA</td><td>APPRENTICE</td><td>120.00</td></tr> <tr><td>SCOTT, MICHAEL</td><td>APPRENTICE</td><td>80.00</td></tr> <tr><td>WALLACE, DAVID</td><td>JOURNEYMAN</td><td>90.00</td></tr> <tr><td colspan="2"></td><td><b>984.00</b></td></tr> </tbody> </table>		Employee	Class	Hours	HUDSON, STANLEY	JOURNEYMAN	120.00	BEESEY, PAM	JOURNEYMAN	80.00	FLENDERSON, TOBY	JOURNEYMAN	95.00	SHRUTE, DWIGHT	APPRENTICE	124.00	HALPERT, JIM	JOURNEYMAN	88.00	MALONE, KEVIN	JOURNEYMAN	75.00	BERNARD, ANDY	APPRENTICE	100.00	MARTIN, ANGELA	APPRENTICE	120.00	SCOTT, MICHAEL	APPRENTICE	80.00	WALLACE, DAVID	JOURNEYMAN	90.00			<b>984.00</b>
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<p>Instructions for Submitting Payment by Check</p> <ol style="list-style-type: none"> <li>1. If you have one or more Collective Bargaining Agreements with the Laborers' and have elected not to pay your fringe benefit obligation via ACH, you are required to make your benefit obligation payment to either Wachovia and/or PNC bank by check.</li> <li>2. Please read your iRemit Report Confirmation(s) carefully.</li> <li>3. Please make your check payable to the lockbox bank indicated on the iRemit Report Confirmation and mail to the applicable lockbox. You must include your iRemit Report Confirmation(s) with your payment.</li> <li>4. If you have multiple iRemit confirmations representing multiple reports payable to the SAME lockbox bank, you may submit one check to cover multiple reports.</li> <li>5. Failure to submit your iRemit Report Confirmation(s) and payment to the correct lockbox may result in a delay in processing your payment.</li> <li>6. If you have no work or a final report you do not have to submit the iRemit Report Confirmation to the lockbox.</li> </ol>																																							

## Continue an Unfiled Report

As mentioned on page 15, if you decided to calculate and save a previous report and now need to go back and complete that report, you may do so from the main menu. Select the option *Continue working on unfiled report* and click the continue button.

### What do you want to do?

- Create new remittance report
- Continue working on unfiled report
- View report history
- Set banking information
- Change password

On the next screen, you will see a list of reports that have been saved but have not yet been submitted. You have the option of either deleting a particular report or completing and submitting the report. If you select the delete button, you will be taken to a screen confirming that your report has been deleted. If you click the Continue button, you will be brought to the main remittance screen to continue with your report.



# Laborers' District Council

of the Metropolitan Area of Philadelphia and Vicinity

You are logged in as test; [Click here to logout.](#)

## Saved Reports

These reports have been saved, but not filed. You may finish them or delete them

- #207152 Building and Construction - 00001 4-30-2010

[Click here to return to your home page.](#)

## Viewing Previously Submitted Reports

You also have the option of viewing reports that have been previously submitted. To do so, select *View Report History* from the main menu and click the continue button.

### What do you want to do?

- Create new remittance report
- Continue working on unfiled report
- View report history
- Set banking information
- Change password

On the next screen, you will see a list of all the report activity you have filed. The information included will show Date Filed, Period Ending, Report Type, Receipt Number, Amount and Void information.



# Laborers' District Council

of the Metropolitan Area of Philadelphia and Vicinity

You are logged in as test ; [Click here to logout.](#)

## Recent Activity

Below are the most recent reports filed by you. You can also [click here to use advanced search](#)

Date Filed	Period Ending	Report Type	Receipt	Amount	Voided
4-28-2010 14:12:02	3-31-2010	HEAVY AND HIGHWAY (CAEPA) - 00333	207160	23,550.00	
4-28-2010 14:11:16	4-1-2010	2008 UTILITY W/O P/A - 00211	207159	2,120.00	
4-28-2010 11:44:40	4-30-2010	Building and Construction - 00001	207152	15,396.62	

[Click here to return to your home page.](#)

*Clicking on any row will display a PDF copy of that remittance report.*

## Viewing Previously Submitted Reports

You can also use the advanced search option to find a report within a specific time frame by selecting the option above the table of recent activity.



# Laborers' District Council

of the Metropolitan Area of Philadelphia and Vicinity

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## Recent Activity

Below are the most recent reports filed by you. You can also [click here to use advanced search](#)

Date Filed	Period Ending	Report Type	Receipt	Amount	Voided
4-28-2010 14:12:02	3-31-2010	HEAVY AND HIGHWAY (CAEPA) - 00333	207160	23,550.00	
4-28-2010 14:11:16	4-1-2010	2008 UTILITY W/O P/A - 00211	207159	2,120.00	
4-28-2010 11:44:40	4-30-2010	Building and Construction - 00001	207152	15,396.62	

[Click here to return to your home page.](#)

On the next screen, you will be prompted to input dates to narrow down your search.

## Advanced Search

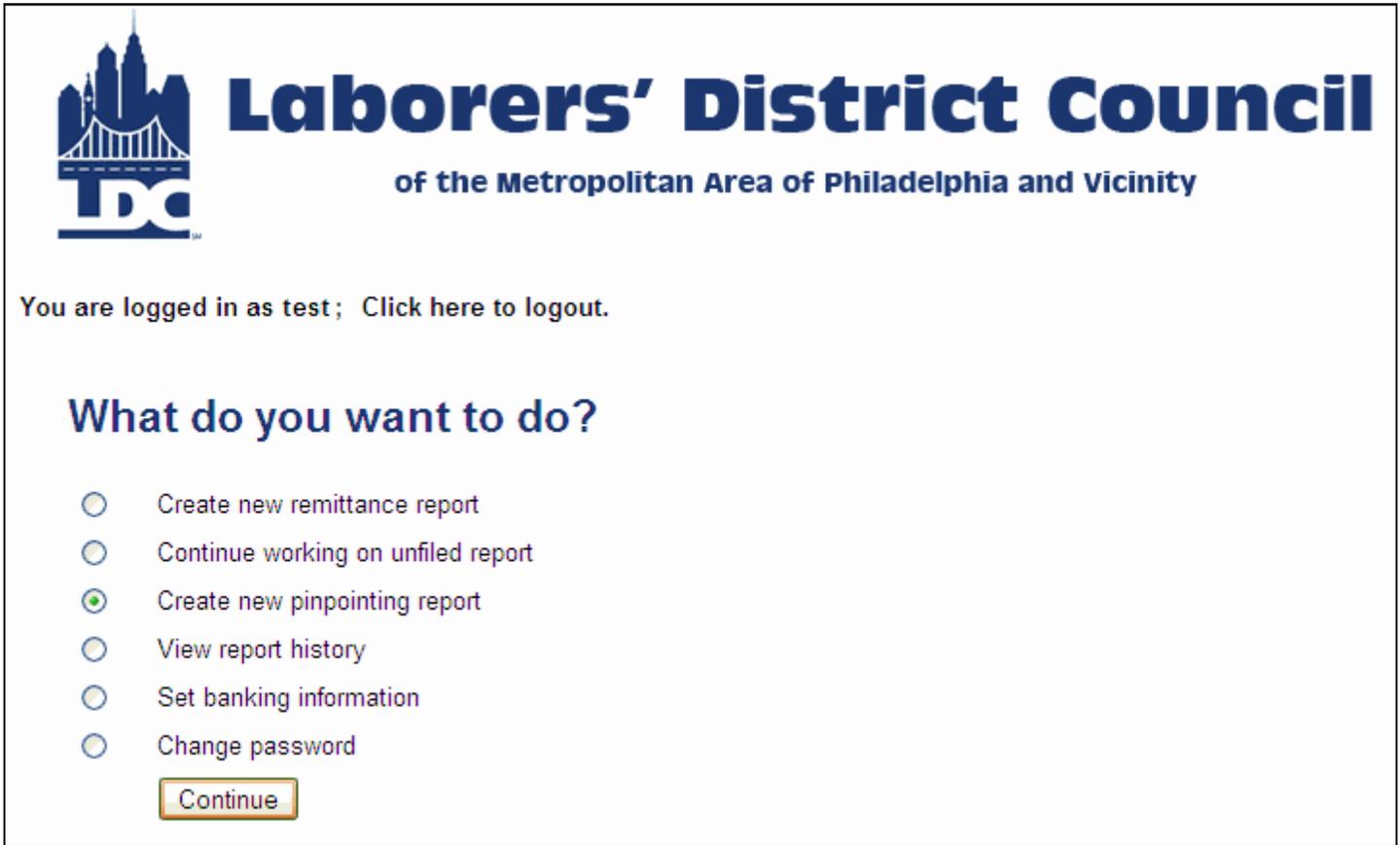
Search for employer reports based on dates and employer.

From:

To:

## Creating a New Pinpointing Report

As briefly mentioned on page 11, if you are signatory to pinpointing, you will have the option to create pinpointing reports. From the main menu, select the third option, "Create new pinpoint report."



**Laborers' District Council**  
of the Metropolitan Area of Philadelphia and Vicinity

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### What do you want to do?

- Create new remittance report
- Continue working on unfiled report
- Create new pinpointing report
- View report history
- Set banking information
- Change password

Similar to creating a regular remittance report, you will be prompted on the next two screens to select the period ending date and the contract type for your pinpointing report.

### Select period ending date

Select the last day of the work period you are making a payment for.

April, 2010							
Today							
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12					1	2	3
13	4	5	6	7	8	9	10
14	11	12	13	14	15	16	17
15	18	19	20	21	22	23	24
16	25	26	27	28	29	30	

Select date

*Weekly contributions must be remitted no later than the 7th day after the end of the payroll week in which covered work requiring the remittance of contributions was performed. Monthly contributions are due into the Fund Office by the 25th of the month.*

*Contributions received after the above dates are subject to an Interest Charge and Liquidated Damages pursuant to the Collective Bargaining Agreement.*

### Pick the Contract Type

If you have any questions please call the fund office.

- 4045 - LIME PIKE - 4122
- 4049 - RILEY TOWNSHIP - 4124
- 4050 - BALTIMORE AVE - 4125
- 4053 - MILL RD - 4128
- 4057 - CROSS AVE - 4132
- 4059 - POWER RD - 4134

## Creating a New Pinpointing Report

This screen will look nearly identical to the regular remittance report screen. You can enter each participant's hours worked. You will also see a running total at the bottom of the table as you add hours. If necessary, you may also modify each participant's class if that has changed.



# Laborers' District Council

of the Metropolitan Area of Philadelphia and Vicinity

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## Enter remittance report

TEST EMPLOYER  
1234 MAIN STREET  
CHERRY HILL, NJ 08002  
Contract Type: 4057 - CROSS AVE - 4132  
For period ending 4-30-2010  
Voucher number: 207240

This is my final report.

SSN	Name	Class	Hours
111-11-1111	HUDSON, STANLEY	JOURNEYMAN ▼	40.00
222-22-2222	BEESLY, PAM	JOURNEYMAN ▼	86.00
333-33-3333	FLENDERSON, TOBY	JOURNEYMAN ▼	124.00
444-44-4444	SHRUTE, DWIGHT	JOURNEYMAN ▼	16.00
555-55-5555	HALPERT, JIM	JOURNEYMAN ▼	94.00
Total			360.00

### New employees

SSN	First	MI	Last	Suffix	Add
					Clear

[Calculate and Save](#)

## Creating a New Pinpointing Report

Once all hours have been correctly entered for each participant, hit the Calculate and Save Button at the bottom of the screen and iRemit will generate totals for each fund.

Please review the totals in the table(s) below. If they are correct, you can use the "Submit" button to file the report. If they are not correct, you can make changes to the details above and re-calculate using the "Calculate and Save" button.

	Hours	Remittance
HEALTH AND WELFARE	360.00	\$0.00
INDUSTRIAL PENSION FUND	360.00	\$0.00
INDUSTRIAL ANNUITY FUND	360.00	\$828.00
EDUCATION AND TRAINING	360.00	\$172.80
FIELD DUES	360.00	\$414.00
LDC POLITICAL ACTION COMMITTEE	360.00	\$90.00
		Total: \$1,504.80

Job Summary	
Pinpointing Hours Used	360.00
Pinpointing Hours Remaining	4411.50

*The job summary will show the pinpointing hours used from the current report and the total hours remaining for the job.*

### Comments


Payment must be made by check. You have not established an ACH bank account.

Submit Report

## Submitting the Pinpointing Report

When you are ready to submit your report, click the Submit Report button .

On the next screen, you will receive a confirmation that your report has been accepted. This confirmation page displays your Voucher number for this remittance, located under your address. From this screen you may use the link to view a PDF copy of your report, or you may use the link to return to your homepage.

### REPORT ACCEPTED

TEST EMPLOYER  
1234 MAIN STREET  
CHERRY HILL, NJ 08002  
Voucher number: 207240  
Contract Type: 4057 - CROSS AVE - 4132  
For period ending 4-30-2010

	Hours	Remittance
HEALTH AND WELFARE	360.00	\$0.00
INDUSTRIAL PENSION FUND	360.00	\$0.00
INDUSTRIAL ANNUITY FUND	360.00	\$828.00
EDUCATION AND TRAINING	360.00	\$172.80
FIELD DUES	360.00	\$414.00
LDC POLITICAL ACTION COMMITTEE	360.00	\$90.00
		Total: \$1,504.80

Job Summary	
Pinpointing Hours Used	360.00
Pinpointing Hours Remaining	4411.50

[Click here to view receipt in PDF format for printing](#)

[Click here to return to your home page.](#)

*By selecting this option, a new window will pop-up, displaying a PDF copy of your remittance report.*

# Viewing the Pinpointing PDF Report

The PDF copy will have all of the information that you entered in the remittance screen, in an easy to read format ready for printing. It lists the total amount owed, as well as the participants and their hours. The PDF will also include any comments you might have added.

If you are mailing a check as your payment, you must print a copy of this PDF report to mail along with your check. If you are submitting payment via ACH, there is no need to mail a printed copy of the report.

*Please note: If you are mailing a check as your payment, you only need to mail the first page. The subsequent pages that list participant hours can be kept for your own records. Also note the correct lockbox address will be listed in the upper right-hand portion of the first page.*

### iRemit Report Confirmation

Receipt# 207240

TEST EMPLOYER  
1234 MAIN STREET  
CHERRY HILL, NJ 08002

Submission Date: 4-28-2010  
Contract Type: Contract Type: 4057 - CROSS AVE - 4132  
Report Date: 4-30-2010

Your report of \$1,504.80 has been submitted and your receipt number is 207258. Thank you for using the Laborers' District Council iRemit system. Please print this document or record the above receipt number for your records and include this receipt number in any correspondence regarding this iRemit.

If you are paying by ACH, you do not need to return this receipt. If you are paying by check, please read the below instructions.

Lockbox bank: Wachovia  
Street 1: Laborers District Council - Benefit Fund  
Street 2: Lock Box #7791  
Street 3: P.O. Box 8500  
City, State, Zip: Philadelphia, PA 19178-7791

	Hours	Remittance
HEALTH AND WELFARE	360.00	\$0.00
INDUSTRIAL PENSION FUND	360.00	\$0.00
INDUSTRIAL ANNUITY FUND	360.00	\$828.00
EDUCATION AND TRAINING	360.00	\$172.80
FIELD DUES	360.00	\$414.00
LDC POLITICAL ACTION COMMITTEE	360.00	\$90.00
<b>Total</b>		<b>\$1,504.80</b>

Instructions for Submitting Payment by Check

1. If you have one or more Collective Bargaining Agreements with the Laborers' and have elected not to pay your fringe benefit obligation via ACH, you are required to make your benefit obligation payment to either Wachovia and/or PNC bank by check.
2. Please read your iRemit Report Confirmation(s) carefully.
3. Please make your check payable to the lockbox bank indicated on the iRemit Report Confirmation and mail to the applicable lockbox. You must include your iRemit Report Confirmation(s) with your payment.
4. If you have multiple iRemit confirmations representing multiple reports payable to the SAME lockbox bank, you may submit one check to cover multiple reports.
5. Failure to submit your iRemit Report Confirmation(s) and payment to the correct lockbox may result in a delay in processing your payment.
6. If you have no work or a final report you do not have to submit the iRemit Report Confirmation to the lockbox.

**Please keep this page for your records.**

Receipt# 207258

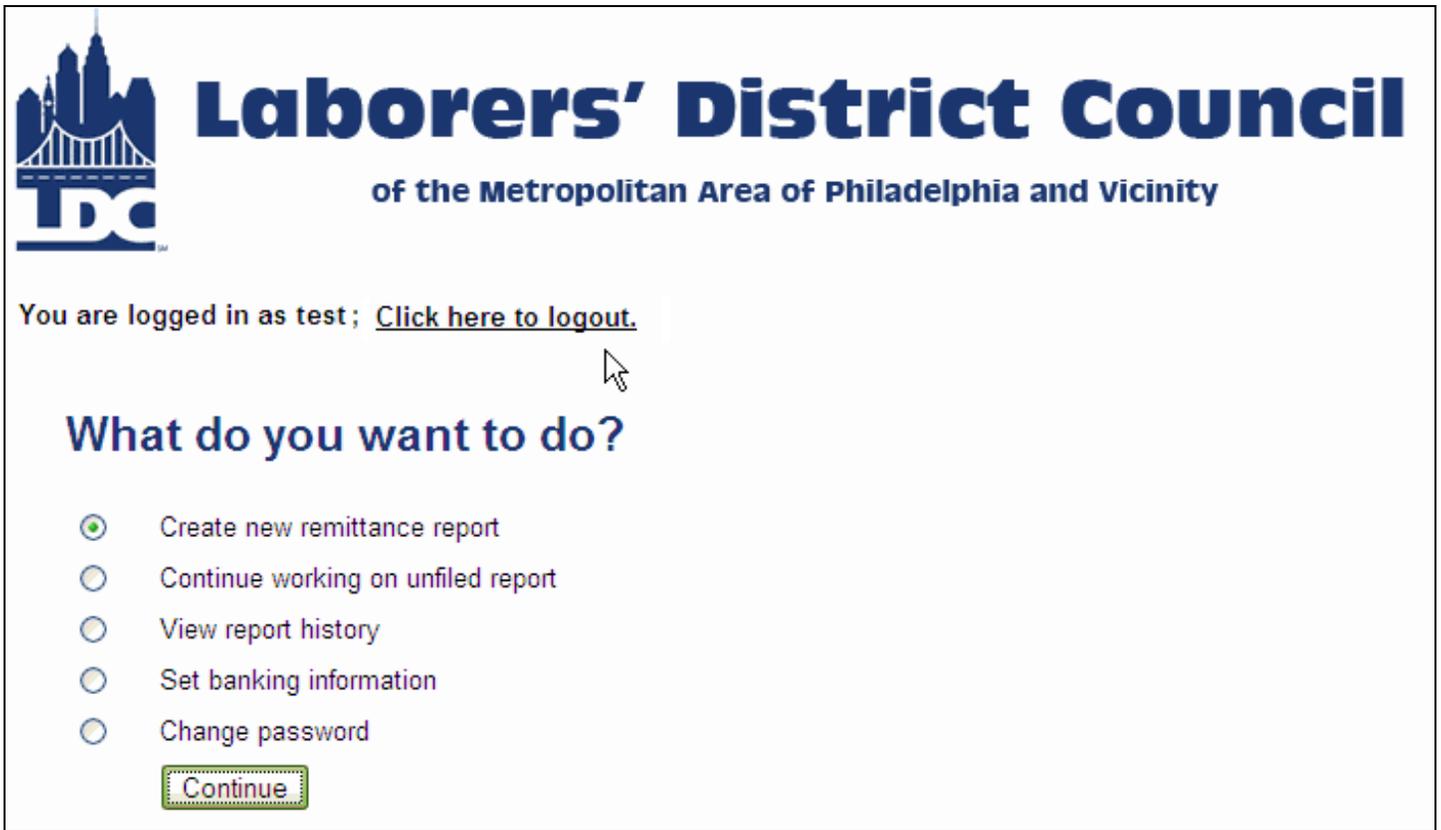
TEST EMPLOYER  
1234 MAIN STREET  
CHERRY HILL, NJ 08002

Submission Date: 4-28-2010  
Contract Type: Contract Type: 09 GENERAL BUILDING  
Report Date: 4-30-2010

Employee	Class	Hours
HUDSON, STANLEY	JOURNEYMAN	40.00
BESLY, PAM	JOURNEYMAN	86.00
FLENDERSON, TOBY	JOURNEYMAN	124.00
SHRUTE, DWIGHT	JOURNEYMAN	16.00
HALPERT, JIM	JOURNEYMAN	94.00
		360.00

## Logging Out

When you have completed all processing on the iRemit website, it is important to remember to log out. Do this by clicking the logout link towards the top of the screen.



 **Laborers' District Council**  
of the Metropolitan Area of Philadelphia and Vicinity

You are logged in as test ; [Click here to logout.](#)

**What do you want to do?**

- Create new remittance report
- Continue working on unfiled report
- View report history
- Set banking information
- Change password

## Questions

Should you have any questions or comments about processing online remittances using iRemit, please contact the Fund Office at 215-236-6700.