

What is the iRemit Electronic Reporting System?

The reporting system used by the LDC Benefit Funds for employers to report employee information and submit payments to the LDC Benefit Funds.

The iRemit system is flexible, user-friendly, and reduces the time needed to submit your reports and payments to the Benefit Funds, while allowing you to easily create reports for your files.

Following are *Frequently Asked Questions* and responses that answer basic questions about the iRemit system. Of course, if after reviewing the information in this brochure, you still have questions, help is a phone call away at 215.765.2014 (option 5) or by sending us an email at iremit@ldc-phila-benefits.org.

Who must use the iRemit system?

Any employer signatory to a collective bargaining agreement with the Laborers' District Council of the Metropolitan Area of Philadelphia and Vicinity and or its affiliated local unions.

Must my company report online?

Yes, the use of electronic reporting is required.

When must reports be submitted?

Weekly

Employers that report on a weekly basis must submit remittance reports no later than the 7th day after the end of the payroll week.

Monthly

Employers that report on a monthly basis must submit remittance reports by the 25th of each month following the month in which the covered work was performed.

Note: Contributions received after the above dates may be subject to an Interest Charge and Liquidated Damages pursuant to the Collective Bargaining Agreement.

What if I don't have any hours to report?

You then report "No Work" for that period.

How is payment remitted?

There are two ways to pay:

1. **Electronic payment** – Hours are entered by the employer via the iRemit system; payment is then automatically deducted from your bank account. Payment will generally be deducted within 2-3 business days.
2. **Payment by check** – Hours are entered by the employer via the iRemit system; the employer then prints a voucher that indicates the amount due. The voucher and payment must be mailed to the Benefit Funds' lockbox for processing.

How are my information and payment secured?

The iRemit system uses ACH Debit, an automated Clearinghouse Transaction process often referred to as an "electronic check." Payments are submitted through a secure server which encrypts your information. Your company's bank account information, including account and ABA routing numbers, is not shared with, nor accessible to, the LDC Benefit Funds' office staff.

The employer maintains control and approval of all electronic payments and funds cannot be moved, or payment initiated, without your authorization. It is the responsibility of the employer to determine what employees are issued the company's user id.

A unique voucher number is generated for each authorized payment. You will also be able to print the voucher page showing a detailed breakdown of the monies you have paid. To view a complete, step-by-step, instructional process, access www.ldcpayonline.com and click on the link for **LDC iRemit Instruction Manual**.

What system requirements do I need?

The iRemit system requires Internet Explorer 6.0 or greater, or Firefox 1.5 or greater. High speed Internet connectivity is highly recommended.

How do I sign up?

The iRemit Enrollment Form must be completed and submitted to the LDC Benefit Funds office. A representative will contact you to confirm receipt of the form and any other details.

A *Welcome Packet* with user name and password will then be sent to your company. This information is needed prior to your being able to log in. Once you have this information, you may begin to use the iRemit system.

Is training available?

An LDC iRemit Instruction Manual will be included with your iRemit Welcome Packet. You may also contact a representative, during regular business hours, for assistance at 215.765.2014 (option 5).

At your request, a representative will walk you through your first electronic reporting. If you are interested in this service, please complete the training reservation form in your packet and fax directly to 215.765.0497.