



As a Contributing Employer you are required to report your employees' hours in accordance with the Agreement to which you are signatory and covers the work your employees are engaged in regardless whether or not such employees are Union members. It is the responsibility of the Employer to watch for amendments and updates to said Agreements.

In accordance with the provisions of the Trust Agreement and current Collective Agreement(s), the Trustees have the authority to request a review of your payroll records for the purpose of determining the accuracy of contributions remitted to the Ironworkers Health & Welfare Trust Fund of Western Canada, Alberta Ironworkers Pension Fund and Alberta Ironworkers Apprenticeship and Training Trust Fund. These reviews focus on ensuring that employer payroll data reconciles with remittances. They are not the result of any wrongdoing on the part of the Employer.

Remittance reports must clearly indicate the following:

- ✓ Employer name
- ✓ Agreement, agreement classification and jurisdiction covering the work your employees are engaged in (i.e. Structural Ironworkers Collective Agreement, Industrial, Local 720)
- ✓ Remittance month
- ✓ First name, surname, social insurance number and a breakdown of the hours by regular, overtime and double time of each employee, including the contributions to each fund

Reports are due no later than the 15th of the month following the month in which the hours were worked. Remittance reports may be password protected and emailed to fascertificateadmin@fasadmin.com or mailed to Funds Administrative Service Inc. You may remit payment by direct deposit by reviewing the attached Direct Deposit Memo and completing the attached Direct Deposit Agreement. Alternatively, you may issue cheques payable to the following Funds:

Health:

Ironworkers Health & Welfare Trust Fund of Western Canada
Funds Administrative Service Inc.
10154 – 108 St NW
Edmonton, AB T5J 1L3

Pension:

Alberta Ironworkers Pension Fund
Funds Administrative Service Inc.
10154 – 108 St NW
Edmonton, AB T5J 1L3

Training & IMPACT:

Alberta Ironworkers Apprenticeship and Training Trust Fund
Funds Administrative Service Inc.
10154 – 108 St NW
Edmonton, AB T5J 1L3

Electronic versions of the Plan booklets and forms can be accessed by visiting the Alberta Ironworkers Benefits website at www.abironworkers.ca. You will then select Health, Pension or Training and select the required document. To avoid delays in benefit coverage, employees should be encouraged to complete and mail in a Health Registration/Change form and a Pension Registration/Notice of Change form.

If you have any questions about how to remit contributions, please contact the Group Administration team by email at fascertificateadmin@fasadmin.com.

**IRONWORKERS HEALTH & WELFARE TRUST FUND OF WESTERN CANADA
ALBERTA IRONWORKERS PENSION FUND
ALBERTA IRONWORKERS APPRENTICESHIP & TRAINING TRUST FUND**

To: All contributing employers

Re: Employer contributions by direct deposit

This letter is to remind you that participating employers may remit monthly contributions by direct deposit to the trust fund's deposit only account. The payment must be made to the administrator on or before the 15th of the month following the month in which the hours were earned by employees.

The fund will provide its banking information to the employer so that the direct deposit can be arranged with its financial institution. The employer is responsible for the cost associated with direct deposit. In order to proceed, you must review the attached "Direct Deposit Agreement", fill out, sign, and forward it back to us by fax or email address below. Once we receive the signed agreement, we will send the funds' banking information to you. Please note that you can also email your employer's contribution report to the email address below.

Mailing Address: Funds Administrative Service Inc.
10154 – 108 Street NW, Edmonton, Alberta T5J 1L3

Fax: 780-452-5388

Email: fascertificateadmin@fasadmin.com

If you require further information regarding this matter, please contact Saya Yamashiro, Accountant by email at syamashiro@fasadmin.com or by phone at Edmonton Area (780) 452-5161 or Canada Toll Free 1 (800) 770-2998 at Funds Administrative Service Inc.

EMPLOYER CONTRIBUTION REMITTANCE DIRECT DEPOSIT AGREEMENT

IRONWORKERS HEALTH & WELFARE TRUST FUND OF WESTERN CANADA
ALBERTA IRONWORKERS PENSION FUND
ALBERTA IRONWORKERS APPRENTICESHIP AND TRAINING TRUST FUND

Contributing Employer Information

Employer Name: _____

Address: _____ Postal Code: _____

City, Province: _____

Contact Name: _____

Telephone/Fax: _____ Fax: _____

Email: _____

I understand that the bank accounts are for deposit only and we are not allowed to withdraw funds from these accounts.

Date

Signature

Printed Name & Title

Administrator of Benefit Plans

Administrators: Funds Administrative Service Inc.

Address: 10154 108 Street NW Edmonton AB T5J 1L3

Contact Name: Saya Yamashiro

Telephone: Edmonton Area (780) 452-5161
Canada Toll Free 1 (800) 770-2998

Fax: (780) 452-5388 Email: syamashiro@fasadmin.com

The funds indicated above will collect, maintain and communicate only the personal information considered necessary for the administration of the funds. This personal information may be disclosed to the Trustees, Auditor, Regulatory Authorities and others as necessary for Funds' administration.