

## **NEHP CONTRIBUTION INVOICE STATEMENTS FOR WEEKLY GROUPS GENERAL INSTRUCTIONS**

Monthly contribution invoice statements will be generated on or about the 20<sup>th</sup> of the month for the current work month. These statements will reflect all employees currently active as of the prior billing/remittance period. Upon receipt of your monthly contribution invoice, please modify the invoice to reflect the following:

- Additional employees and their date of hire
- Changes to status and effective date of change
- Weeks worked/compensated and dollar amount due
- Employer contribution weeks due on obligations pursuant to the Collective Bargaining Agreement and/or Participation Agreement

### **HOW TO USE THIS REPORT**

- Step 1**            **Review the list of employees to ensure all current employees are listed.**
- Step 2**            **Add any missing current employees at the bottom or on a separate page if necessary. Include social security number, name and current status code. For employees returning to active employment insert the status code “AC” in the status code column, and note the date of return to work. Refer to the front of the statement for status codes and their descriptions.**
- Step 3**            **For all new hires, include social security number, name, and date of hire.**
- Step 4**            **For employees not active in a given week insert the appropriate status code in the week ending column and note the last day worked. If the employee is not active for the entire month, insert the applicable status code in the code column and indicate the last day worked in the Emp. Status Change Date column.**
- Note: Before discontinuing contributions on an employee who is not actively working, please check your collective Bargaining Agreement and Participation Agreement for any continuing obligation you may have.**
- Step 5**            **Ensure that all status change events are accurate – status codes and dates.**
- Step 6**            **Calculate amounts;**

- **Report all weeks worked/compensated, (employer obligations) for employees in the contribution month, calculate the dollar amount due (weeks X your contribution rate) and write the amount in the Due This Page box. For multiple page invoices, write the Total Due (all Due This Page boxes added together)**
- **If retroactive payments are being made with the Contribution Invoice Statement, note the amount of weeks followed by the periods being paid on the employee line of the Contribution Invoice Statement. Written corrections MUST accompany the Contribution Invoice Statement explaining the reason additional payments are being made, including the employee's name, social security number, and the week endings involved.**

**Step 7**      **If your company was not in operation or did not have any active employees for the period involved, report the COBRA qualifying events, status code and last day worked. When all employees are inactive for the month and the amount due is zero, the Contribution Invoice Statement MUST BE RETURNED to NEHP. This will allow us to update our records accordingly.**

**Step 8**      **Send a copy of the Contribution Invoice Statement along with your remittance to the address indicated on the Statement.**

**The NEHP Employer Contribution Policies and Procedure of the Trustees of the National Employees Health Plan Trust Fund requires timely payment of employer contributions.**

**Contributions are due on the 10<sup>th</sup> of the month following the month billed. Contributions are deemed delinquent if not paid on or before the 30<sup>th</sup> calendar day following the Due Date (or the first business day after if the 30<sup>th</sup> day falls on a non-business day. Interest shall accrue on delinquent contributions beginning thirty days from the Due Date at the prevailing rate pursuant to Section 6621 of the Internal Revenue Code. Interest will continue to accrue until the date full payment is received by the fund. Employers that fail to make timely contributions are subject to court action and additional charges for attorney's fees and costs. Please refer to Section III B. of the Fund's Employer Contribution Policies and Procedures for full disclosure of the policy relative to Due and Unpaid Contributions.**