



Laborers' Metropolitan Detroit Health Care Fund

Local #1076 and #1191

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**TO: ALL SIGNATORY CONTRACTORS OF THE LABORERS' METROPOLITAN
DETROIT FRINGE BENEFIT FUNDS**

RE: ELECTRONIC EMPLOYER CONTRIBUTIONS (EEC)

The Board of Trustees is pleased to announce the addition of a new feature which allows employers to submit contributions electronically. This feature, called Electronic Employer Contributions (EEC), is part of the Fund's Benefit Inquiry Site (BIS) service. It allows electronic files to be imported into TIC's contribution batch processing system without having to key each employee.

Submitting monthly contributions electronically on the TIC system is safe, economical and easy. The employer simply logs onto the Fund's BIS website using a secure, unique password and uploads a file containing hours worked and other data needed to calculate the monthly remittance. The site calculates the amount due based on the information uploaded and the employer's contract terms. Once the upload is complete, the employer prints a confirmation page to send to the Fund office along with a check or wire confirmation for the amount due. The format required for the employer's data is a comma delimited format (.CSV) that can be easily created by Microsoft Excel and other commonly used software programs.

The employer's EEC submission history can be viewed from the website by confirmation number, upload date, work date, section and craft. To ease data entry work, a previously uploaded data file may be pulled from the employer's submission history and updated for use in the current month.

A user friendly manual is available at www.tici.com. The manual explains how to set up the data file, provides step-by-step uploading instructions and answers other common questions.

The EEC prototype, as described, is part of the BIS system available to all Funds using TIC computer services. It is provided at no additional cost for set-up and/or monthly support and maintenance.

Should you have any questions in the meantime, feel free to contact Brian Nowosacki at 517.327.2146 or bjnowosacki@tici.com.

Sincerely,

Laborers' Metropolitan Detroit Fringe Benefit Funds Board of Trustees