



Western Conference of Teamsters Pension Trust

An Employer-Employee Jointly Administered Pension Plan - Founded 1955

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Employer Bulletin

June 2025

TO: Participating Employers
FROM: Office of the Administrative Manager
RE: Monthly Pension Reporting Requirements

The Trustees of the WCTPT are committed to providing our contributing employers with a complete understanding of the laws, regulations, and Trust rules that govern their obligations on behalf of their employees who participate in the Trust. These bulletins are intended to assist your legal, labor, and accounting staff in working effectively with our Administrative Offices. We welcome your feedback on any topic discussed.

When completing your reporting form(s), certain information is required by the Trust. Please ensure that the **correct name, social security number, and local union number** are listed for each. For employees newly hired or rehired, you must also provide a **hire date, address, gender, and date of birth**. This information is vital for actuarial purposes and required Trust mailings to participants. Likewise, termination dates are needed for each employee who terminates during the month.

The total number of hours being reported for each employee must be recorded in the hours column and the total amount being remitted for each employee must be listed in the amount due column. Please consult your labor agreement for the terms and conditions for calculating contributions per employee. Confirm that the total of the amounts due for each employee adds up to exactly the amount of your remittance (less any adjustments). The reporting form, along with your remittance for the total due, is to be sent to the address in the upper left corner of the reporting form. **Do not send your payments directly to the Administrative Office.**

Electronic Payments by ACH

The Trust accepts ACH (Automated Clearing House) payments for monthly and supplemental contributions. If you are interested in remitting contributions electronically, please contact the Administrative Office to request and complete the *Western Conference of Teamsters Pension Trust Agreement for Electronic Fund Transfers*. Once the signed agreement is returned, you will be provided with the Trust's banking information to begin remitting your payments electronically. Each time you initiate an electronic payment, you must email **wcpt-edi@wctp.com** and include the account name, coverage month, and remittance amount on the same day.

Electronic Reporting

The Trust also offers the option to report your monthly hours electronically. If you are interested in reporting your monthly hours electronically, you will need to contact the Administrative Office for the Electronic Reporting .csv File Format.

Employers utilizing electronic reporting should remember that by executing the Employer-Union Pension Certification they have agreed to provide all required data to the Trust the day the ACH payment is initiated or check issued to the Trust. The Trust requires that every Employer participating in electronic reporting provide the following data in the Trust's Electronic Reporting .csv File Format as follows:

1. Employee's complete Social Security Number.
2. Employee's full name.
3. Month in which the hours were worked/compensated.
4. Year in which the hours were worked/compensated.
5. Number of hours worked/compensated for that month.
6. Hourly Pension contribution rate.
7. Contributions Due.
8. Rate Class Code of the Employee
9. Applicable Local for each Employee.
10. Hire date if recently hired.
11. Termination date if recently terminated.
12. Account number assigned by the Western Conference of Teamsters Pension Trust Fund.

If no bargaining unit employees were compensated during the month, please return the form with a notation to that effect. Otherwise, the Administrative Office will consider your account delinquent for the month. If you do not receive a reporting form by the fifth of the month, contact your Administrative Office. **Contributions are due even if you do not receive the form on time.**

Computer-Generated Forms

If you use your own computer-generated reporting form instead of the Trust's provided form, it must contain all the required information outlined above. Please submit your computer-generated form along with the original Trust form and your check to the address listed. If you are submitting forms electronically, email them to WCTPT-EDI@nwadmin.com.

Multiple Account Remittances

If you are submitting payment for multiple accounts with a single remittance (check or ACH), be sure to:

- Indicate the amount due for each individual account on page one of each reporting form
- Attach an itemized cover sheet listing the account breakdown and total remittance

Contribution Rate Changes

If your labor agreement has expired and you are aware of a pension contribution rate increase in the upcoming agreement, you may pay the higher pension contribution rate even if the new rate has not yet been printed on the reporting form. If so, please indicate the rate change clearly on the form and provide an explanation for the change.