



Western Conference of Teamsters Pension Trust

An Employer-Employee Jointly Administered Pension Plan - Founded 1955

Office of the Administrative Manager
2323 Eastlake Avenue E., Seattle, WA 98102
(206) 329-4900

MEMORANDUM

DATE: August 24, 2020

TO: All Participating Employers

FROM: Administrative Manager

RE: United States Postal Service Delays

In recent weeks the United States Postal Service has suffered delays in mail servicing. The Trust Administrative Office has noted that correspondence, including monthly employer contribution payments, are taking longer to reach the Trust's lockbox. In some cases receipt is taking significantly longer. The Trustees are committed to working with our contributing employers during this difficult time. Below are some important reminders for your payroll department to keep in mind:

1. Payments could be subject to the Western Conference of Teamsters Pension Trust's delinquency policy even if there is a delay in receipt traced to mail delivery issues.
2. In order to avoid issues involving the timing of your remittance to the Trust, and possible liquidated damages, interest and court costs, the Trustees suggest you make your payment well in advance of the date delinquency status would occur.
3. Current Trustee Policy provides a sufficiently wide window from the due date for payment of contributions under your collective bargaining agreement and participation agreement to the date delinquent status would occur, that problem should not occur if your payments are made in a reasonable and timely fashion.
4. The Trust issues several notices if scheduled payments are not received in a timely manner. Please take note of these notices and respond immediately. Checks do get lost in the mail and the recent delays in the postal system can make these problems more acute. Failing to respond to a Trust notice of non-receipt due to other business constraints will not be an excuse for delinquency costs.
5. Finally, to expedite your payment process and avoid delays, the Trust would like to offer you the opportunity to remit your payment and monthly detail electronically directly to the Administrative Office. Hundreds of employers use this option and find it streamlines their efforts, improves efficiency, and saves on costs. You can issue one payment and one electronic detail for all your pension accounts instead of completing a monthly reporting form and payment for each pension account.

If you are interested in learning more about this method of remittance and or reporting, please contact the Trust at wctptreporting@wctpt.com. You will be provided with the **WCTPT Agreement for Electronic Fund Transfers** and **ACH Enrollment Form** for remitting your payment electronically and the **WCTPT Electronic Reporting Procedures** and **Electronic Reporting Template** for reporting your hours to the Trust.