



Employee Transfer Form
Building Service 32BJ Benefit Funds

- **QUESTIONS?** Call Employer Services at 212-388-3354. To download forms and for employer information go to: <http://www.32bjfunds.com/employer> and click on Forms. **PLEASE FAX FORM to 212-844-2717.**
- This form should be used to transfer employees within your company.
- Please complete an Employee Status Change Form to report employee status changes.
- Please complete an Account Change Form if you gain or lose an account or you are updating your company information.
- **REMINDER:** Failure to report all employee status changes including replacement employees within 20 days may result in interest and liquidated damages charged against contributions due the Funds.

Section 1 Employer Information		
Company Name		Employer Contact Name (please print)
Current Date (Month/Day/Year)	Employer Contact Phone #	Employer Contact Fax#

Section 2 Employee Information		Please check change(s) that apply:
First Name _____ Last Name _____		<input type="checkbox"/> Transfer of worksite location
Social Security Number (9 digits) _____		<input type="checkbox"/> Update of Hours
		<input type="checkbox"/> Update of Job Class Code*
		Hourly Wage Rate _____

Section 3 Old Information			
Account # (located on the top of your remittance report): _____			
Account #	Employer #	Work Location #	Contract #
Date Transferred Out (Month/Day/Year)		<u>Previous</u> Worksite Address	
<u>Old</u> Job Class *	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<u>Previous</u> Worksite Address City, State and Zip Code

Section 4 New Information			
Account # (located on the top of your remittance report): _____			
Account #	Employer #	Work Location #	Contract #
Date Transferred In (Month/Day/Year)		<u>New</u> Worksite Address	
<u>New</u> Job Class* _____	<u>New</u> Worksite Address City, State and Zip Code		
<input type="checkbox"/> Full time	<input type="checkbox"/> Part-time		

* See reverse side for Job Class codes. Please note that not all job classes are listed. If missing, please use appropriate job class as found in your Collective Bargaining Agreement.



Connecticut/Hudson Valley (includes food service)	
CL	Cleaners
LP	Leadpersons
WC	Window Cleaners
CW	Cafeteria Worker (HV)

Capital Area District (includes food service)	
CL	Cleaner
P	Day Porter
CW	Cafeteria Worker
GG	Government Guard
SO	Security Officer

Maryland Area District (includes food service)	
CL	Cleaner
LP	Leadperson
E	Engineer
EO	Elevator Operator
CW	Cafeteria Worker
SO	Security Officer

Western Pennsylvania	
CL	Cleaner
O	Other
GK	Utilities/Ground
CR	Clerical

New York Metropolitan Commercial (includes Long Island and Bronx)	
O	Other
H	Handyperson
S1	Superintendent
SO	Security Officer
F	Foreperson
WC	Window Cleaner
CL	Cleaner (NYC School)

New York Metropolitan Residential	
O	Other
H	Handyperson
S2	Resident Manager
S1	Superintendent

Eastern Pennsylvania Schools	
CL	Cleaner
DR	Transportation
CR	Clerical
MI	Maintenance

Florida District (includes food service)	
CL	Cleaner
SG	Security Guard
MI	Maintenance
CW	Cafeteria Worker

New Jersey (includes food service)	
CL	Cleaners
LP	Leadpersons
H	Handypersons
CW	Cafeteria Worker
SG	Security Guard