

SENDING REMITTANCE REPORTS and CONTRIBUTIONS to the EQUITY-LEAGUE FUND OFFICE (7/16/21)

We in the Fund Office are all thrilled to see theaters reopening, or planning to do so. During the shutdown, we have been preparing for the return to work by improving our technology and making our operations more resistant to disruptions. But we also made the decision to shut down our former office on the 14th floor of 165 W 46th Street, which closed completely on June 30.

We have relocated all but one of the functions previously performed in our Manhattan Fund Office, among them the Accounts Receivable area – the area to which you previously sent your checks and remittance reports. The staff members performing the Accounts Receivable function began working remotely, exclusively, effective July 1.

Therefore, we are no longer able to receive checks or remittance reports at our former location on the 14th floor of 165 W 46th Street. Any checks or reports sent there will be returned, and may not actually be received at all, since that office is not currently occupied by anyone. So please do not send anything to our old address.

As part of the changes we have made, are major changes in a number of our Accounts Receivable policies and procedures, including those involving report and payment submissions to the Fund Office. These are explained below.

A NEW PROCESS FOR SUBMITTING REMITTANCE REPORTS

Many of you had begun sending us electronic remittance reports well before the epidemic, and both those employers and the Fund Office found that more efficient than paper reports. But we are now requiring that of all employers submit their weekly remittance reports via our secure MailGate email, to protect the confidential information of your organization, and your cast members and stage managers.

If you have not already signed up for MailGate simply send an e-mail to accountsreceivable@equityleague.org They will respond with a secure email that will allow you to register for MailGate, which is a simple process. Currently, we can only electronically process reports that are in a Microsoft Excel format, but we are creating an Employer Portal, which will accept a variety of other formats as well, such as a comma delimited file.

If you are not currently able to submit a report in either of those formats, please contact us at accountsreceivable@equityleague.org and we can learn about what format(s) your current system can generate (almost all accounting, payroll and payroll services can produce reports in more than one electronic format). Then we can try to modify our systems to accommodate that format.

OPTIONS FOR SUBMITTING PAYMENTS

SUBMITTING PAYMENTS VIA ACH OR WIRE TRANSFERS WHEN YOU HAVE ALREADY SET UP ONE OF THESE PAYMENT METHODS WITH YOUR BANK

If you are already making electronic payments, the only changes you need to make are to:

- 1) Provide your bank with our bank's information as follows:

Account Title: Equity-League Health Trust Fund
Bank Name: BNY Mellon, N.A. 500 Ross Street Pittsburgh, PA 15262
Account Number: 9049759
Transit Routing Number: 043000261

- 2) **NEW REQUIREMENT** - Using the free form field in your bank's ACH/Wire Transfer form (usually referred to as an Addendum, Note, Description field), provide the following three pieces of information:
 - a) The 10-digit agreement number that Actors' Equity Association assigned to your agreement record, followed by a period,
 - b) A six-digit week ending number (month, day, year), followed by a period,
 - c) The name of the show (if there is not enough room to enter the full show name, enter as many letters as you can with no spaces between words.

IMPORTANT - Without this information we will not be able to identify and accept your payment.

An example:

For a show with an agreement number of 1234567890, making a payment for the week ending May 23, 2021, for a show called Galileo and Newton, the entry would look as follows:

1234567890.052321.galileoandnewton

Note: If you wish to pay for more than one week in a single ACH, you can indicate the weeks covered by successive six digit numbers, separated by periods, so paying for the above show for the weeks ending May 23, 2021 and May 30, 2021 would look as follows:

1234567890.052321.053021.galileoandnewton

FOR THOSE DOING ACH PAYMENTS FOR THE FIRST TIME

ACH payments are less expensive than checks, are more secure and provide a better payment trail. If you have not already done so, you can set up ACH payments through your bank (virtually every bank in the US can do this). You have to complete a form provided by your bank, that will include the following information about our bank:

Account Title: Equity-League Health Trust Fund
Bank Name: BNY Mellon, N.A. 500 Ross Street Pittsburgh, PA 15262
Account Number: 9049759
Transit Routing Number: 043000261

Critical Additional Information: Using the free form field in your bank's ACH/Wire Transfer form (usually referred to as an Addendum, Note, Description field), provide the following three pieces of information:

- a) The 10-digit agreement number that Actors' Equity Association assigned to your agreement record, followed by a period,
- b) A six-digit week ending number (month, day, year), followed by a period,

- c) The name of the show (if there is not enough room to enter the full show name, enter as many letters as you can with no spaces between words).

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FOR THOSE WHO NEED TO PAY BY CHECK FOR NOW

Given the closure of the AR office in Manhattan (our staff in that department is working solely remotely), we would greatly appreciate it if you would make your payments to the Funds via ACH, as discussed above. However, if you are unable to make such payments at this time, we have created a new lockbox to receive checks. **Effective immediately, checks can no longer be sent or dropped off at our old address at 165 W 46th Street.**

If you must pay via check at this time, that check must be sent to our new lockbox in Pittsburgh:

**Equity League Accounts Receivable
P.O. Box 360837
Pittsburgh, PA 15251-6837**

To help identify your payment, please include the 10-digit agreement number.

Please don't hesitate to contact us if you have any questions about any of the new processes at:

AccountsReceivable@equityleague.org