

# IATSE PAC Payroll Deduction Contribution Program: Employer Instructions



Members of IATSE may choose to authorize IATSE PAC contributions via payroll deduction. If you receive an **IATSE PAC Payroll Deduction Contribution Form** and do not have an IATSE PAC payroll deduction contribution program in place, following are the steps to implementing a program.

- 1) Contact IATSE PAC staff with the completed **IATSE PAC Payroll Deduction Contribution Form** to authorize the electronic remittance of IATSE PAC payroll deductions via ACH or EFT. If electronic remittance of IATSE PAC payroll contributions is not feasible at this time, a check can be sent to IATSE PAC at PO Box 579, Port Tobacco, MD 20677. Regardless of the remittance method, all contributions must meet the timeframes outlined in item 4 below.
- 2) Set up an IATSE PAC payroll deduction contribution in your payroll processing system which limits annual deductions to \$5,000.00 per employee.
- 3) Start withholding the IATSE PAC payroll deduction in the amount and frequency authorized on **IATSE PAC Payroll Deduction Contribution Form** received from the employee.
- 4) For each payroll date that IATSE PAC contributions are withheld, you must remit the IATSE PAC contributions collected through payroll deduction according to the following time frame as required by federal laws that govern political action committees. Payroll deduction contributions not received by the PAC within these timeframes are required to be refunded to the employee:
  - a. Contributions of \$50.00 or less must be received by IATSE PAC within 30 calendar days of being withheld from the employee's paycheck. Contributions of \$50.01 or more must be received by IATSE PAC within 10 calendar days of being withheld from the employee's paycheck.
  - b. When the IATSE PAC contributions are remitted to the PAC, you must also provide an electronic data file for each pay period.
  - c. Formats accepted: .CSV, .TXT, Tab delimited file, fixed-width file, or Excel spreadsheet.
  - d. Transmission methods: Files can be emailed to [IATSEPAC@iatse.net](mailto:IATSEPAC@iatse.net), uploaded to the PAC's SSL FTP website, or transmitted some other secure way as long as the transmittal method is agreed to by IATSE PAC staff in advance. To obtain FTP site credentials and instructions, please email your request to [IATSEPAC@iatse.net](mailto:IATSEPAC@iatse.net).
  - e. Encryption: IATSE PAC also supports PGP encryption. To obtain the IATSE PAC encryption key, email your request to [IATSEPAC@iatse.net](mailto:IATSEPAC@iatse.net) and include your public encryption key.
  - f. Data required: A data file should be sent for each pay period in which IATSE PAC payroll deductions are withheld. The data file must include the following information in separate fields: employee ID# (do not include social security numbers), employee first name, employee last name, payroll date, payroll deduction amount, employer/production name, occupation/title, and Local number. Multiple payroll dates can be included in a data file if the total amount remitted covers multiple payroll dates. IATSE PAC does not require the employee's address in the data file as long as a copy of the signed **IATSE PAC Payroll Deduction Contribution Form** was provided when the payroll deductions were initiated.
- 5) A copy of the **IATSE PAC Payroll Deduction Contribution Form** must be sent to IATSE PAC before the first deductions are remitted to the PAC. Federal law also requires that employers keep a record of all payroll deduction authorizations from the time they are authorized until at least three years after the last payroll deduction has been withheld from each employee's paycheck.