

**MASSACHUSETTS SERVICE EMPLOYEES PENSION FUND  
SEIU PROPERTY SERVICES NEW ENGLAND TRAINING FUND  
INDUSTRY COOPERATION TRUST FUND OF NEW ENGLAND  
Collection Policy Summary**

<b>Due Dates</b>	<p>A. <b>Benefit Contributions:</b> Must be remitted electronically on or before the 20th calendar day of each month for payroll periods ending in the preceding month</p> <p>B. <b>When a Contribution is “Received” by the Funds.</b> A contribution is received by the Funds only if the money is transmitted electronically on or before 7:00 p.m. on the specified date. If the specified date falls on a weekend or holiday, the contribution is received only if the money is transmitted electronically on or before 7:00 p.m. on the last business day before the specified date.</p> <p>C. <b>Failure to report status changes</b> with respect to employees who have been terminated or otherwise have had their status changed to one in which the employer is not obligated to contribute. <b>In the event that an employer does not provide the Funds with the requisite notice within 20 days of such status change, the Funds will charge the employer Training contributions from the time of status change until such notice is provided.</b> This is a confirmation of existing policy. For employers that contribute at an hourly rate, <b>the Funds will charge the hourly rate times the minimum number of hours set forth in their collective bargaining or participation agreements necessary to qualify for the benefit in question.</b></p>
<b>Interest Charges</b>	9% per year charged monthly
<b>Liquidated Damages</b>	The rate of liquidated damages is 20% of total principal due, unless the delinquency is resolved without the need for arbitration or litigation.