



IAFF MERP MEDICAL EXPENSE REIMBURSEMENT PLAN

Administered by:

Vimly Benefit Solutions PO Box 6 Mukilteo, WA 98275

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www.IAFFMERP.org

May 1, 2024

Re: Contribution Data Reports: Third Notice

We sent you letters on February 15 and April 1, 2024, requesting Contribution Data Reports for each contribution made on behalf of your employees to the IAFF Medical Expense Reimbursement Plan (“Plan”) of the Washington State Council of Fire Fighters Employee Benefit Trust (“Trust”). Please direct this follow up letter to the head of the Department that is responsible for the transfer of contributions to the Trust.

If you are already providing the full Contribution Data Report, please disregard this letter. If you are not yet providing the full Contribution Data Report for communication of your employee contribution information, we need you to transition to this process as soon as possible. **The invoicing system used in the past is being discontinued. Enclosed is the final invoice that will be provided by our office. After July 1, 2024, any contribution funds received without a corresponding full Contribution Data Report will be returned to the employer.** We cannot accept contribution funds without the necessary information to allocate those funds to the employees. Contribution Data Reports are due within 5 business days of contribution payment.

As stated in our prior letters, the Plan needs the requested Contribution Data Reports in order to comply with certain U.S. Department of Labor reporting requirements applicable to the Trust. In particular, the Plan needs a report from the employer which identifies and separates out the amount of employee and employer contributions being made (by the participating employer to the Trust) for each contribution transferred to the Trust.

We have provided a template Contribution Data Report, for your use, in excel format. The template can be accessed directly from the Trust website at www.IAFFMERP.org > For Participants > Forms and Documents > under “For Employers” click the document titled “[Template for Contribution Reporting](#)”. The information requested on this template is required for proper administration of Plan benefits for your employees.

We understand many employers have payroll systems that can produce similar reports. If you cannot feed information into the Trust template format, the Trust Office may be able to accept reports directly from your system so long as they meet the minimum stated data requirements. If you plan to run your own reports, please provide a sample as soon as possible to the Trust Office for approval. To be considered for acceptance, your report, at a minimum, must include the following:

- Names of all contributing employees
- SSN (or EE#)
- Date of Birth
- Employment Status (active, retired, COBRA, etc.)
- Contribution Date
- Employer Contribution Amount
- Employee Contribution Amount
- Other applicable contributions (Lump Sum Transfers, Retiree Contributions, etc.)

You may submit the contribution reports to the Trust Office securely using your own secure email system, via Secure File Transfer Protocol (SFTP), or via the Trust Office’s SIMON platform.¹ If you are not currently using the SIMON platform for employers, we encourage you to sign up for access. This employer portal will allow you the ability to upload contribution reports securely, add new hires, make changes to employee demographics and also terminate an employee due to separation or retirement. You may contact the Trust Office at 844-353-7839 (press 1) or iaff-merp-employers@vimly.com to request an access form. We are also happy to provide a demo of how to use the platform.

To summarize, the Plan must adhere to applicable U.S. Department of Labor reporting requirements for contributions made to the Trust. Therefore, we seek your prompt assistance on this matter.

To assist you with this transition, please attend one of our upcoming Zoom webinars:

Tuesday May 14 9:30am–10:30am (PDT)	Thursday May 16 2pm–3pm (PDT)
Meeting URL: https://vimly.zoom.us/j/82441003846?pwd=QkJyygAve57ndwtEeFE0UkkT2bEXeP.1 Meeting ID: 824 4100 3846 Passcode: 857033	Meeting URL: https://vimly.zoom.us/j/89733743612?pwd=W6h2xTFEuCIroURveAYFsgMNwwKxJr.1 Meeting ID: 897 3374 3612 Passcode: 332120

Should you have any questions about this process, **please do not hesitate to contact the Trust Office at 844-353-7839 (press 1) or iaff-merp-employers@vimly.com**. We are happy to work with you to make meeting this reporting requirement as seamless as possible.

Sincerely,

Trust Office

IAFF Medical Expense Reimbursement Plan (IAFF MERP)

Washington State Council of Fire Fighters Employee Benefit Trust

¹ You must email the Trust Office in order to set up a SFTP site or to request access to upload contribution reports to the SIMON platform.