



IAFF MERP MEDICAL EXPENSE REIMBURSEMENT PLAN

IAFF MERP - Contribution Data Report FAQ

What is happening?

The IAFF MERP (the Trust) is discontinuing the monthly billing invoices effective **July 1, 2024**. Instead, Participating Employers will be required to provide their own report detailing the contributions that are being submitted and how they should be applied to each employee. The Trust will refer to these as a “Contribution Data Report” or “Contribution Report”. Contribution Data Report cadence may vary depending on whether the employer remits contributions to the Trust on a monthly or per pay period basis.

Why is this happening?

The Trust needs to comply with certain U.S. Department of Labor reporting requirements and these requirements are best satisfied by moving from a monthly billing platform to a self-reported Contribution Data Report.

A template of this document is publicly available at www.IAFFMERP.org under Forms and Documents titled “[Template for Contribution Reporting](#)”. You are not required to use the Trust template so long as you are submitting the required information in some format.

What information MUST be included on the Contribution Data Report?

The Trust has an approved “[Template for Contribution Reporting](#)” that can be accessed in SIMON or at www.IAFFMERP.org. 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 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 must include the following:

- Name
- SSN (or EE#)
- Contribution date
- Employer contribution amount
- Employee contribution amount

Please contact the Trust Office (Vimly) at **844-353-7839 (press 1)** or iaff-merp-employers@vimly.com to determine if your custom contribution report can be accepted.

What if I'm already providing a full Contribution Data Report?

Thank you for providing the Contribution Data Report! Please disregard this notice and continue with your present practice. If there is vital information missing from your current report, the Trust Office will contact you with detail on what specifically is needed.

How should these reports be submitted to the Trust Office (Vimly)?

As these reports contain sensitive personal data, we recognize the need to keep information secure. Contribution Data Reports may be submitted to the Trust Office securely in one of three ways (listed from most preferred to least preferred method):

1. Online upload to the Trust Office's secure platform: SIMON
2. Via secure email system to: iaff-merp-employers@vimly.com
3. Secure File Transfer Protocol (SFTP)

You must email the Trust Office at iaff-merp-employers@vimly.com to set up a SFTP site or to request access to the SIMON platform as an authorization form is required to gain access. Should you choose to upload reports in SIMON, you are requested to alert the Trust Office via email at iaff-merp-employers@vimly.com after a Contribution Data Report has been uploaded.

What happens if I don't begin providing the Contribution Data Report on/before July 1, 2024?

Contributions received by the Trust Office after July 1, 2024 will not be accepted if they are not accompanied by a Contribution Data Report within 5 business days of the contribution payment. The Trust will no longer accept contribution funds without the necessary information to allocate funds to the employees participating in IAFF MERP.

Does anything else need to happen with this change?

We strongly recommend your next MOU or Labor Agreement be updated with language related to contribution reporting requirements to comply with current legal requirements. For a copy of model collective bargaining language related to this, please contact the Trust Office or the Trust Consultant, DiMartino Associates, at IAFFTrust@dimarinc.com.

Who should I contact with questions?

Please contact the Trust Office, Vimly, 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.