**Do you need to know how to report an EAP head count to REMIF?**

Here’s how:

 Generate a list of all EAP benefit eligible employees on the 18th of the month;

Keep this list at your city (this is for auditing purposes) – do not send to REMIF;

Using the number of EAP benefit eligible employees, complete the EAP Headcount/Invoice form (see attachment to e-mail), and e-mail the completed form to Carmela Beckman-Spector at REMIF (cbspector@remif.com) by the 22nd of every month;

Using the payment due on the EAP Headcount/Invoice form (see link), payment is due in the REMIF office by the first day of the coverage month (REMIF, 414 W. Napa, Second Floor, Suite C, Sonoma, CA 95476);

The payment is late if not received by the 10th of the month;

Payments not received by the 10th of the month are subject to late fees;

Payments not received by the 20th of the month are subject to additional late fees and notification to the REMIF Board/participating member’s city manager;

Payments not received by the 30th of the month subject the member to termination from the plan.

**We have ACH available for those cities that prefer that method of payment. Please contact us for ACH information.**