

“PAY-AS-YOU-GO” BILLING OPTIONS

GRIP

GUARD REPORTING INTERFACE FOR PAYROLL



INTERESTED IN WORKERS' COMPENSATION INSURANCE WITHOUT ALL THE WORK?

Then, choose GRIP/pay-as-you-go that features:

- NO down payment
- NO installment fees
- Premium paid in smaller increments each pay period
- Payments conveniently drafted from your bank account
- Minimal surprise at audit time (because premium is based on actual payroll, not estimated).

Through our proprietary platform, GUARD Reporting Interface for Payroll (or “GRIP”), we are able to easily exchange data with hundreds of participating payroll service companies including QuickBooks®. The result? Better cash flow and easy premium payments for our policyholders. Contact your insurance agent for more details.

“GRIP billing is a great choice for today's business owner. Not only can it help with cash flow but it's perfect for employers who may be experiencing fluctuations in regular payroll.”

Steve Hedglin
Director of Strategic Partnerships
& Agency Services

Contact us:  1-800-673-2465

 csr@guard.com

 www.guard.com

This information is intended to present a general overview. Only the relevant insurance policy and endorsements can provide the actual terms and conditions for an insured. Workers' Compensation insurance is underwritten by AmGUARD Insurance Company®, NorGUARD Insurance Company®, EastGUARD Insurance Company®, and WestGUARD® Insurance Company, members of Berkshire Hathaway GUARD Insurance Companies (“GUARD”) with principal place of business at 39 Public Square, Wilkes-Barre, PA 18701. All state and federal regulations apply. © June 2021.

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GETTING STARTED – 5 EASY STEPS . . .



SELECT YOUR PAYROLL SERVICE COMPANY

To be eligible for GRIP billing, applicants for Workers' Compensation coverage must be utilizing the services of a participating GRIP Payroll Partner prior to policy issuance. Since we work with hundreds of payroll companies nationwide, finding yours should be easy; just review our *GRIP Payroll Partner* list with your agent.



SUBMIT YOUR APPLICATION

Once your payroll account is established, your agent will submit an application for coverage to us through our GUARD E-Z Rate platform. Agents should be sure to select "Direct Bill-GRIP" as the preferred payment option in the billing section drop-down and identify your payroll service company. To expedite the submission process, your agent can also submit the GRIP POLICYHOLDER PROGRAM AGREEMENT at this time. (See below.)



REVIEW YOUR INSURANCE PROPOSAL

Upon acceptance of your application for coverage (or earlier), your agent will provide you with the following documents. Specifically:

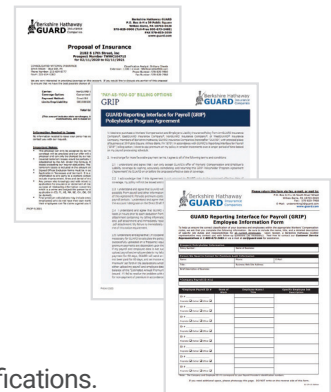
➤ **WORKERS' COMPENSATION INSURANCE PROPOSAL**

➤ **GRIP POLICYHOLDER PROGRAM AGREEMENT**

This agreement primarily provides authorization to make your employee and payroll data available to us and directly draft the premium payment from your designated bank account during the policy period.

➤ **GRIP EMPLOYEE INFORMATION FORM**

This form helps us confirm operational details and employee classifications.





RETURN COMPLETED PAPERWORK

The information below must be returned to us on or before the policy inception date to ensure timely issuance of your insurance coverage:

Agents should email documents to underwriting3@guard.com or fax to 570-820-7968.

- ✓ A fully completed copy of the GRIP POLICYHOLDER PROGRAM AGREEMENT
Please include your Payroll Client Identification Number (the number assigned to you by your payroll service company) on the agreement. This number allows us to identify you as well as calculate and bill for premium. Not applicable to QuickBooks®.
- ✓ A copy of a voided check from your bank account.
- ✓ Any other state forms normally required for policy issuance (check with your agent).
- ✓ A completed GRIP EMPLOYEE INFORMATION FORM (pages 2-3 only) is also helpful, especially if you have a large number of employees, but is not required.



WAIT FOR YOUR POLICY

Once we receive your paperwork, your policy will be bound and issued, and we will notify your payroll service company that you have authorized the release of data. Your policy and related documents will be mailed to you (unless otherwise specified) and copies will be made available to your agent via our *Internet Agency Service Center*.

WE DO THE REST!

- ✓ Once your data is uploaded to us by your payroll service company, your premium will be calculated. (GRIP premium payments are based on pre-determined employee classifications and payroll at the time it is reported to us. Employees not classified will be placed in the highest-rated class.)
- ✓ Notice of the premium withdrawal from your bank account will be emailed or faxed to you at least 24 hours prior to the transaction and the premium will be posted to the policy as a payment the next business day.





FREQUENTLY ASKED QUESTIONS

What if my payroll service company changes?

If your new payroll service company is a participating GRIP Payroll Partner, we will simply cancel your current policy mid-term and issue a new policy tied to your new payroll company. If your new company is not a participating GRIP Payroll Partner, we will transition your policy to a traditional direct bill and offer installments based on the estimated balance due and the remaining months on your policy. To avoid any missed payments and possible cancellation for non-payment of premium, please be sure to notify us of any changes to your payroll company as soon as possible.

What if my agent changes?

A change in your insurance agent will be honored at any time and the GRIP program will continue seamlessly, if desired. Otherwise, other payment arrangements can be determined.

What if I believe one of my employees is misclassified or I need help with selecting the proper class code?

Since we recognize that employee classification and payroll issues are sometimes ambiguous, we have experienced staff ready to help. Just contact us at payrollproducts@guard.com or premiumaudit@guard.com for assistance.

What happens if my bank account is short when you try to withdraw a payment?

If funds cannot be successfully withdrawn on the scheduled due date, we will take action to collect the payment due according to the terms and conditions outlined in the GRIP POLICYHOLDER PROGRAM AGREEMENT, including (but not limited to) reprocessing the funds transfer. A Non-Sufficient Funds Fee will be charged for each unsuccessful draft in accordance with state regulations.

Are premium audits conducted?

Although one of the advantages of our GRIP program is the expectation of minimal changes in premium as a result of the final audit, you and your agent should understand that a Final Audit Endorsement will be processed for all GRIP accounts upon policy expiration. In some cases, the audit will occur automatically, using the employee and payroll data supplied throughout the policy period. In other cases, a traditional mail, phone, or physical audit might be necessary.

AN ALTERNATIVE TO GRIP ...

Businesses that manage their own payroll can also benefit from our **Self-Reporting Platform** that features benefits similar to GRIP but involves no payroll service company.

Questions? Contact a Berkshire Hathaway GUARD insurance agent.