

## PAYMENT OPTIONS

# Payroll Self-Reporting Plan



**15% DEPOSIT &  
11 MONTHLY  
INSTALLMENTS**

## INTERESTED IN WORKERS' COMP INSURANCE WITH BETTER CASHFLOW?

Then, choose our Payroll Self-Reporting Plan that features:

- A 15% deposit and 11 monthly, no-fee installments
- Payments conveniently drafted from your bank account
- Minimal surprise at audit time (because premium is based on actual payroll, not estimated)
- Class code and employee classifications handled by us!

Perfect for businesses with in-house bookkeeping services, our Payroll Self-Reporting Plan provides our Workers' Compensation policyholders with the same payment benefits as "pay-as-you-go" billing except no payroll service company needs to be involved. Reporting your own payroll once per month is quick and easy with our secure, online platform.

“

Our Payroll Self-Reporting Plan is an excellent alternative for today's business owners who are not working with a payroll service company but want to enjoy the benefits of "pay-as-you-go" billing.

Steve Hedglin  
Director of Strategic Partnerships  
& Agency Services

”

**Contact us:**  1-800-673-2465  [csr@guard.com](mailto:csr@guard.com)  [www.guard.com](http://www.guard.com)

Workers' Compensation insurance may be underwritten by AmGUARD Insurance Company®, NorGUARD Insurance Company®, EastGUARD Insurance Company®, or WestGUARD® Insurance Company, members of Berkshire Hathaway GUARD Insurance Companies ("GUARD") with principal place of business at 39 Public Square, Wilkes-Barre, PA 18701. The information contained herein is not meant to be all inclusive but intended to provide a general overview for marketing purposes and may not apply to all GUARD companies or in all states. Only the relevant insurance policy and endorsements provide the terms and conditions of coverage. All state and federal regulations apply. © June 2021.

POSR060821

# Payroll Self-Reporting Plan

Getting started is easy, but first . . .

To be eligible for our Payroll Self-Reporting Plan, your business's estimated Workers' Compensation premium must be at least \$1,000. In addition, it's best to evaluate your ability to submit monthly payroll reports on time – an integral part of this flexible payment option.



## SUBMIT YOUR APPLICATION

When submitting your application for coverage to us through our GUARD E-Z Rate platform, agents should be sure to select "Payroll Reporting Plan 15% Deposit" as the preferred payment option in the billing section drop-down. To expedite the submission process, your agent can also submit a completed DIRECT DRAFT PROGRAM® AUTHORIZATION FORM at this time. (See below.)



## REVIEW & RETURN NECESSARY DOCUMENTS

Upon acceptance of your application for coverage, your agent will provide you with the following documents:

➤ **WORKERS' COMPENSATION INSURANCE PROPOSAL**

➤ **DIRECT DRAFT PROGRAM® AUTHORIZATION FORM**

This form provides authorization to us to directly draft the premium payment from your designated bank account during the policy period and **must be returned to us on or before the policy inception date to ensure timely issuance of your insurance coverage.** Including a copy of a voided check from your bank account will also be helpful as well as any other state forms normally required for policy issuance (check with your agent).



**!** Agents should email documents to [underwriting3@guard.com](mailto:underwriting3@guard.com) or fax to 570-820-7968.

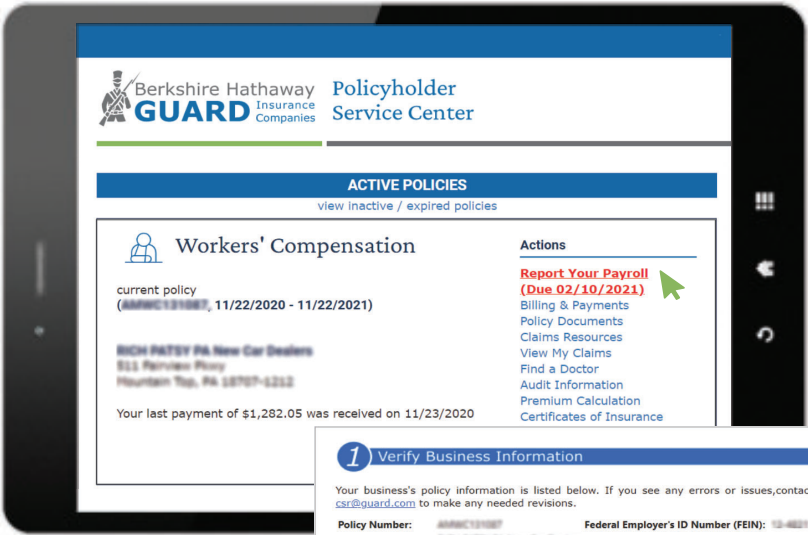
Once we receive your paperwork, your policy will be bound and issued. Your policy and related documents will be mailed to you (unless otherwise specified) and copies will be made available to your agent via our Internet Agency Service Center.



### REGISTER & REPORT YOUR MONTHLY PAYROLL

Following your policy’s inception date, monthly Payroll Reports must be completed via our online Payroll Self-Reporting Platform. To access, simply log onto our *Policyholder Service Center* at [policyholder.guard.com/access/](http://policyholder.guard.com/access/). First-time users will need to provide a policy number, policy start date, and federal tax identification number (FEIN) to register.

From the *Policyholder Service Center*, simply click the link to **Report Your Payroll** under Actions, verify that your business information is still up to date and then, update your payroll (cumulative gross wages by classification) for the designated period and click submit. Once the information is received, we will calculate the appropriate premium charge based on our pre-assigned employee classifications (premium calculations are as set forth in your policy) and fax/email a Direct Draft Billing Statement to you. The premium charge will then be drafted from your bank account.



As part of this payment option, convenient reminders to report your payroll will be emailed or faxed to you prior to end-of-month. However, it is your responsibility to report payroll to us.

**1 Verify Business Information**

Your business's policy information is listed below. If you see any errors or issues, contact Customer Service by phone at 800-673-2465 or via e-mail at [csr@guard.com](mailto:csr@guard.com) to make any needed revisions.

Policy Number: **ANMC121887** Federal Employer's ID Number (FEIN): **12-4621712**  
 Policyholder Name: **ROCK AUTO PA New Car Dealers** Policy Period: **11/22/2020 to 11/22/2021**  
 Business Type: **Corporation** Report Period: **11/22/2020 to 12/31/2020**

**2 Update Your Payroll**

We need to know your business's cumulative [Gross Wages](#) - grouped by Classification - for the period of **11/22/2020 to 12/31/2020**.

State	Class Code	Description	Gross Wages	Rate	Premium	No Payroll
PA	0818000	AUTOMOBILE DEALERS	\$ <input type="text" value="0.00"/>	2.0846	\$0.00	<input type="checkbox"/>

[\[input additional payroll\]](#)

**Total Gross Wages for Report Period: \$0.00**  
**Total Premium for Report Period: \$0.00**

I agree that the above information is correct.

Any person who makes, or causes to be made, any knowingly false or fraudulent material statement or representation with the intent to defraud or deceive any insurance company regarding the proper calculation of premium, including (but not limited to) the amount of payroll or employee job duties or other facts relevant to the proper classification of payroll, commits a fraudulent insurance act, which is a crime and may be subject to criminal or civil penalties.

Note: All payroll information is considered private and handled accordingly as outlined in [GUARD's Privacy Policy](#).



## FREQUENTLY ASKED QUESTIONS

### What if my agent changes?

A change in your insurance agent will be honored at any time and the Payroll Self-Reporting Plan will continue seamlessly, if desired. Otherwise, other payment arrangements can be determined.

### What if I believe one of my employees is misclassified?

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](mailto:payrollproducts@guard.com) or [premiumaudit@guard.com](mailto:premiumaudit@guard.com) for assistance.

### What happens if I fail to complete a monthly report?

Berkshire Hathaway GUARD provides payroll reporting reminders as a courtesy. However, we cannot guarantee that these messages will be received. If a report is overdue, we will immediately take steps to address the issue, which could result in a decision to bill for the policy period's remaining estimated premium. In that case, an immediate payment would be required to avoid cancellation for non-payment of premium and a possible lapse of insurance coverage.

### 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 DIRECT DRAFT PROGRAM<sup>®</sup> AUTHORIZATION FORM, 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 Payroll Self-Reporting Plan 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. Your final premium installment will be determined at final audit by applying the 15% deposit to your 12th-month payroll. You will either be charged for any additional amount due or refunded any amount owed to you. In some cases, the audit will occur automatically. In other cases, a traditional mail, phone, or physical audit might be necessary.

## AN ALTERNATIVE TO PAYROLL SELF-REPORTING . . .

Businesses working with a payroll service company can benefit from our **GUARD Reporting Interface for Payroll (GRIP)** pay-as-you-go billing option.

**Questions? Contact a Berkshire Hathaway GUARD insurance agent.**