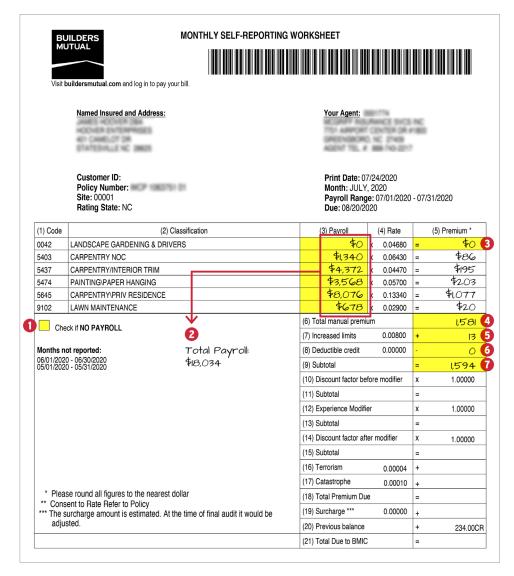


# MANUAL MONTHLY SELF-REPORTING FOR WORKERS' COMPENSATION

When you use Monthly Self-Reporting, your monthly premiums are based on actual payroll from the previous month. No deposit is needed, and you'll pay for only the coverage you need. Just report zero payroll to keep your policy active in slow times.

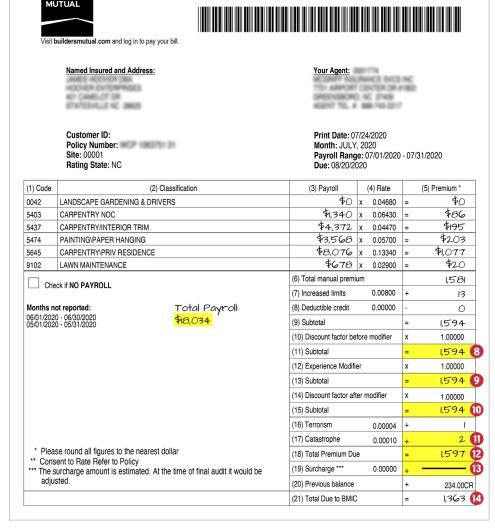
When you complete this process manually, Builders Mutual will mail your Monthly Self-Reporting Worksheet each month. Payment is always due on the 20th of the month.



- 1 If you had no payroll for the Payroll Range and Site indicated on your worksheet, simply check the box labeled **Check if NO PAYROLL** on your worksheet and mail the worksheet back to Builders Mutual. If you do have payroll, start by entering the payroll for each class code in column 3.
- 2 Take a quick minute to add up your total payroll from all class codes listed in column 3, and record for later use. We use this figure to calculate Terrorism and Catastrophe premium charges.
- 3 Take the payroll amount and multiply it by the **rate** and enter the result, rounded to the nearest whole dollar, in column 5. Repeat for each class code. Remember, if the number after the decimal is 0 to 4, round down. If it's 5 or over, round up.
- 4 In box 6, labeled **Total manual premium**, enter the total from adding all premium figures in column 5.
- 5 In box 7, labeled Increased limits, multiply the **Total manual premium** from box 6 by the **Increased limits** (if applicable) and record the figure, rounded to the nearest whole dollar.
- 6 In box 8, labeled **Deductible credit**, multiply the **Total manual premium** from box 6 by the **Deductible credit** (if applicable) and record the figure, rounded to the nearest whole dollar. In this example, there is no deductible credit.
- **7** To calculate the **Subtotal** in box 9, add boxes 6 and 7, then subtract box 8.

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## MANUAL MONTHLY SELF-REPORTING FOR WORKERS' COMPENSATION



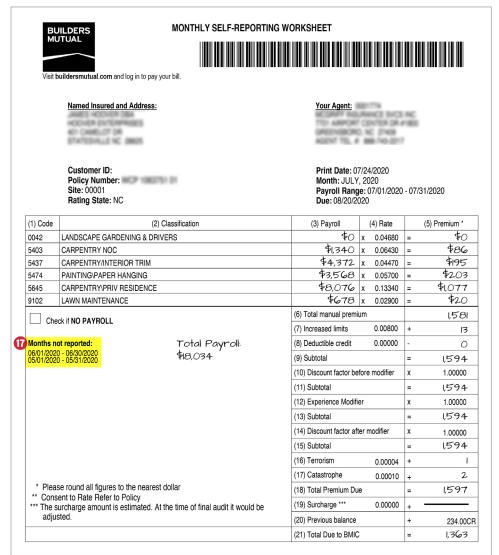
MONTHLY SELF-REPORTING WORKSHEET

- 8 To calculate the **Subtotal** in box 11, multiply box 9 by the **Discount factor before modifier** in box 10, and enter the new subtotal in box 11. Remember to always round to the nearest whole dollar.
- 9 To calculate the Subtotal in box 13, multiply box 11 by the Experience Modifier in box 12, and enter the new subtotal in box 13.
- 10 To calculate the **Subtotal** in box 15, multiply box 13 by the **Discount factor after modifier** in box 14, and enter the new subtotal in box 15.
- 11 Remember the total payroll figure you recorded earlier? Now it's time to use that number. In box 16, multiply your total payroll by the **Terrorism** rate and enter the result, rounded to the nearest whole dollar. Repeat this process with the **Catastrophe** rate in box 17.
- 12 To get the Total Premium Due in box 18, add boxes 15, 16, and 17.
- 13 Box 19 only applies with rates in DC and Florida. If you're in DC or Florida, multiply box 18 by the **Surcharge** in box 19 and record the result.
- 14 To calculate the Total Due to Builders Mutual in box 21, add boxes 18, 19, and 20.

### **IMPORTANT NOTE:**

In box 20, you may see a credit or balance due. Reasons could include an audit credit, MSR rollover from previous months, or the expense constant at renewal. If you're not familiar with the figure you are seeing, please call the Customer Contact Center at **800-809-4859**, so a representative can research for you prior to completing your calculation. It's very common for this figure to change between the time your worksheet is printed and the date you complete and submit your worksheet.

## MANUAL MONTHLY SELF-REPORTING FOR WORKERS' COMPENSATION



Once your manual calculation is complete, it's time to submit your worksheet and payment to Builders Mutual.

### **15 WORKSHEET SUBMISSION**

Email to: msrform@bmico.com

Fax to: 919-227-0305

Mail to: Builders Mutual

Insurance Company PO Box 900027 Raleigh, NC 27675-0027

#### **16 PAYMENT SUBMISSION**

Phone: To pay with credit/debit card or electronic check, call 800-809-4859, M-F, 8am to 6pm ET. If you want to pay with a business checking account, you must ask your agent or a Customer Contact Center representative for the one-time e-Check Payment Authorization Form.

**Mail:** Mail the check with your report to the address listed above.

17 If you have outstanding reports that have not been submitted, they'll be listed on your worksheet under Months not reported. In order to maintain an active Workers' Compensation policy, you must submit a report, along with any payment due, each month.

If you had no payroll to report for the reporting periods listed under **Months not reported**, simply submit a worksheet for each reporting period with **Check if NO PAYROLL** marked on each sheet.

We are committed to delivering an experience that's caring, knowledgeable, and dependable. Let us know if we can provide more support. Contact the Customer Contact Center at 800-809-4859, Monday through Friday, 8am to 6pm ET.

