




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.



Visit buildersmutual.com and log in to pay your bill.

MONTHLY SELF-REPORTING WORKSHEET



Named Insured and Address:
 JAMES WOODRUFF
 WOODRUFF ENTERPRISES
 401 CAMELOT DR
 STATESVILLE NC 28680

Your Agent: BETHA
 BETHA INSURANCE SERVICES INC
 1711 AIRPORT CENTER DR #100
 GREENSBORO NC 27409
 800.771.7177

Customer ID:
Policy Number: MCP 00001 01
Site: 00001
Rating State: NC

Print Date: 07/24/2020
Month: JULY, 2020
Payroll Range: 07/01/2020 - 07/31/2020
Due: 08/20/2020

(1) Code	(2) Classification	(3) Payroll	(4) Rate	(5) Premium *
0042	LANDSCAPE GARDENING & DRIVERS	\$0	0.04680	\$0
5403	CARPENTRY NOC	\$1,340	0.06430	\$86
5437	CARPENTRY/INTERIOR TRIM	\$4,372	0.04470	\$195
5474	PAINTING/PAPER HANGING	\$3,568	0.05700	\$203
5645	CARPENTRY/PRIV RESIDENCE	\$8,076	0.13340	\$1,077
9102	LAWN MAINTENANCE	\$678	0.02900	\$20
		(6) Total manual premium		1,581
		(7) Increased limits	0.00800	13
		(8) Deductible credit	0.00000	0
		(9) Subtotal		1,594
		(10) Discount factor before modifier	x 1.00000	
		(11) Subtotal		
		(12) Experience Modifier	x 1.00000	
		(13) Subtotal		
		(14) Discount factor after modifier	x 1.00000	
		(15) Subtotal		
		(16) Terrorism	0.00004	
		(17) Catastrophe	0.00010	
		(18) Total Premium Due		
		(19) Surcharge ***	0.00000	
		(20) Previous balance		234.00CR
		(21) Total Due to BMIC		

Check if **NO PAYROLL**


Months not reported:
 06/01/2020 - 06/30/2020
 05/01/2020 - 05/31/2020

Total Payroll:
\$18,034

* Please round all figures to the nearest dollar
 ** Consent to Rate Refer to Policy
 *** The surcharge amount is estimated. At the time of final audit it would be adjusted.


- 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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MONTHLY SELF-REPORTING WORKSHEET



Named Insured and Address:
 NAME: [REDACTED]
 ADDRESS: [REDACTED]
 CITY: [REDACTED] NC 27608

Your Agent:
 [REDACTED]
 [REDACTED] NC 27608

Customer ID:
Policy Number: [REDACTED]
Site: 00001
Rating State: NC

Print Date: 07/24/2020
Month: JULY, 2020
Payroll Range: 07/01/2020 - 07/31/2020
Due: 08/20/2020

(1) Code	(2) Classification	(3) Payroll	(4) Rate	(5) Premium *
0042	LANDSCAPE GARDENING & DRIVERS	\$0	x 0.04680	= \$0
5403	CARPENTRY NOC	\$1,340	x 0.06430	= \$86
5437	CARPENTRY/INTERIOR TRIM	\$4,372	x 0.04470	= \$195
5474	PAINTING/PAPER HANGING	\$3,568	x 0.05700	= \$203
5645	CARPENTRY/PRIV RESIDENCE	\$8,076	x 0.13340	= \$1,077
9102	LAWN MAINTENANCE	\$678	x 0.02900	= \$20

Check if **NO PAYROLL**

Months not reported:
 06/01/2020 - 06/30/2020
 05/01/2020 - 05/31/2020

Total Payroll:
\$18,034

(6) Total manual premium	1,581
(7) Increased limits	13
(8) Deductible credit	0
(9) Subtotal	1,594
(10) Discount factor before modifier	x 1.00000
(11) Subtotal	1,594 8
(12) Experience Modifier	x 1.00000
(13) Subtotal	1,594 9
(14) Discount factor after modifier	x 1.00000
(15) Subtotal	1,594 10
(16) Terrorism	+ 1
(17) Catastrophe	+ 2 11
(18) Total Premium Due	1,597 12
(19) Surcharge ***	+ _____ 13
(20) Previous balance	+ 234.00CR
(21) Total Due to BMIC	1,363 14

* Please round all figures to the nearest dollar
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- 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.

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MONTHLY SELF-REPORTING WORKSHEET



Visit buildersmutual.com and log in to pay your bill.

Named Insured and Address:

WILSON ENTERPRISES
401 CHARLOTTE DR
SPRINGVILLE NC 28082

Your Agent:

5077A
101 AIRPORT CENTER DR #100
GREENSBORO NC 27409
AGENT TEL: 7 888-763-2217

Customer ID:
Policy Number: WCP 100751 01
Site: 00001
Rating State: NC

Print Date: 07/24/2020
Month: JULY, 2020
Payroll Range: 07/01/2020 - 07/31/2020
Due: 08/20/2020

(1) Code	(2) Classification	(3) Payroll	(4) Rate	(5) Premium *
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5645	CARPENTRY/PRIV RESIDENCE	\$8,076	x 0.13340	= \$1,077
9102	LAWN MAINTENANCE	\$678	x 0.02900	= \$20
<input type="checkbox"/> Check if NO PAYROLL				
17 Months not reported: 06/01/2020 - 06/30/2020 05/01/2020 - 05/31/2020		Total Payroll: \$18,034		
		(6) Total manual premium		1,581
		(7) Increased limits	0.00800 +	13
		(8) Deductible credit	0.00000 -	0
		(9) Subtotal		1,594
		(10) Discount factor before modifier	x 1.00000	
		(11) Subtotal		1,594
		(12) Experience Modifier	x 1.00000	
		(13) Subtotal		1,594
		(14) Discount factor after modifier	x 1.00000	
		(15) Subtotal		1,594
		(16) Terrorism	0.00004 +	1
		(17) Catastrophe	0.00010 +	2
		(18) Total Premium Due		1,597
		(19) Surcharge ***	0.00000 +	
		(20) Previous balance		234.00CR
		(21) Total Due to BMIC		1,363

* Please round all figures to the nearest dollar
 ** Consent to Rate Refer to Policy
 *** The surcharge amount is estimated. At the time of final audit it would be adjusted.

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.