



Monthly Interim Reporting

When filling out your monthly interim report you must complete all columns. Fill in the payroll you are reporting for that month PER CLASS CODE. *If you have no payroll, report none or zero.* Monthly interims are due in our office by the **10th** of the month. Reports received in our office after the 15th of the month are considered late and a penalty of 2% of that month's total premium (\$15 minimum) will be charged. Below are some tips to help out when calculating your payroll.

Remember these guidelines when calculating payroll for 2016!

- ✓ When reporting overtime at a rate of time and ½, exclude the extra ½.
- ✓ Exclude Holiday, Vacation & Sick leave. Make sure you also break this down in your bookkeeping records.
- ✓ Include Bonuses & Commission
- ✓ Payroll amounts for premium determination for the 2016 policy year, as governed by NCCI, for Officers who are included in your policy coverage are as follows:

Sole Proprietor, Partners & LLC's \$42,300 per/year or \$3,525 per/month

Corporate Officer \$41,600 minimum annually or monthly \$3,467
\$171,600 maximum annually or monthly \$14,300

NEW OPTION FOR WEB REPORTING AND ONLINE PAY: You can now select the day your payment is withdrawn from your bank account.

IF YOU ARE NOT SIGNED UP FOR WEB REPORTING PLEASE CONTACT SUE@KBIG.BIZ OR KARI@KBIG.BIZ.