



## 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 **15<sup>th</sup>** of the month. Reports received in our office after the 15<sup>th</sup> of the month are considered late, and a penalty of 2% of that month's total premium will be charged (\$15 minimum).

### Guidelines when calculating payroll for 2020

- Include overtime, bonuses and commissions (overtime is at straight time rate).
- Exclude holiday, vacation and sick leave. Make sure you also break this down in your bookkeeping records.
- Payroll amounts for premium determination for the 2020 policy year, as governed by NCCI, for Officers who are included in your policy coverage are as follows:

Sole Proprietor/Partner/LLC      \$46,200 per year or \$3,850 per month (set amounts)

Corporate Officer                      \$46,800 minimum annually or \$3,900 minimum monthly  
\$187,200 maximum annually or \$15,600 maximum monthly

### WEB Reporting and Online Pay

Enroll yourself for online reporting and pay at [www.kbig.biz](http://www.kbig.biz):

- Click on "Account Access", then select "Member Portal", then click on "Register Here".
- Enter the last 4 digits of your policy number, company name (as it is on your policy) and email address on your account. Click on "Register".
- You will receive an email from KBIG with a temporary password. Login using your policy number (last 4 digits only) and the temporary password.
- Go to "My Profile" at the top of the screen to create a new password and finish the enrollment process.
- Once you have entered your bank account information (in "My Profile"), log out then log back in. **This is a necessary step the first time only** so the system registers your payment information and provides the "Save & Submit" button.

\*You do have the option to select the day your payment is withdrawn from your bank account.