

Michigan Bankers Workers Compensation Fund (MBWCF) Proposal Request

January 1, 2019 – December 31, 2019

Estimated Payroll Questionnaire

Bank: _____

Address: _____

City: _____ Zip: _____ Fed. ID No: _____

Estimated workers compensation payroll by classification (definitions below) for policy period. Please refer to the [Guideline](#) for excludable officer payroll in excess of the officer salary cap.)

| <u>Class Code</u> | <u>Description</u> | <u>Gross Payroll</u> |
|-------------------|--|----------------------|
| 8810 | Clerical Office | _____ |
| 9015 | Janitorial Operations and Custodial Care | _____ |
| 8742 | Salespersons, Collectors and Messengers | _____ |
| _____ | Other | _____ |

Full-time Equivalent Count: _____ # of owned/leased vehicles (if any): _____

Aircraft operations (if any): _____

Effective date of coverage: _____





Completed by: _____ Title: _____
(please print/type)

Signature: _____ Date: _____

Telephone: (_____) _____ Fax: (_____) _____

Fax this form and the Letter of Authority to:

MBWCF
Fax # 517-485-8515

2019 Estimated Payroll Questionnaire Guideline

To assist you during the computation process, please consider the following:

1. Separate payroll questionnaire forms must be submitted for each employer federal identification number subject to 941 reporting.
2. Any pre-tax elective deferrals of compensation for benefit plans, such as 401(k) or flexible spending and/or medical savings accounts, are to be included as payroll.
3. Officers qualifying for salary exclusion in excess of the “cap” are defined as those who have decision-making powers for bank policy and operations; they are typically named within the banks corporate records.
4. The officer salary cap for 2019 is estimated at \$98,800.

Classification Definitions

8810 - Clerical Office

Employees engaged exclusively as tellers or in bookkeeping, record keeping, computer operations, correspondence or other office work where books and other records are kept or correspondence is handled.

9015 - Janitorial Operations and Custodial Care

The janitorial operations consisting of the care, custody or maintenance of the premises or facilities.

8742 - Salespersons, Collectors or Messengers

The armed and unarmed guards, appraisers, field auditors, messengers and collectors who are responsible for making outside visits. It also includes any employee or officer traveling on bank business more than 50% of the time.

Subcontractors

All subcontractors performing service such as outside maintenance, snow removal, landscaping or lawn care, window washers, etc., that have not provided a certificate of Workers Compensation will be subject to premium. Review of this exposure will be part of the audit process at the conclusion of the fund year.

Non-Banking Enterprises

When the bank operates a business or maintains property resultant from Trust Department activity or Loan Foreclosures, a certificate of insurance must be obtained for contracted services. All uninsured operations will be audited as if persons performing those functions were bank employees.