

# Michigan Bankers Workers Compensation Fund (MBWCF) Proposal Request

## January 1, 2021 – December 31, 2021

### 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: (\_\_\_\_\_) \_\_\_\_\_

## 2021 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 2021 is estimated at \$104,000.

### 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.