


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.



Use **Builders Online Business** to pay your bill at
www.buildersmutual.com/policyholders

MONTHLY SELF-REPORTING WORKSHEET



Your Agent:
BUILERS MUTUAL
1700 AIRPORT CENTER DR FIVE
GREENSBORO NC 27409
AGENT TEL # 866-743-2017

Named Insured and Address:
JACK HARRIS
HARRIS ENTERPRISES
401 CHARLOTTE DR
STATESVILLE NC 28687

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	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
(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



Use **Builders Online Business** to pay your bill at www.buildersmutual.com/policyholders

Named Insured and Address:

Your Agent:

Customer ID:

Print Date: 07/24/2020

Policy Number:

Month: JULY, 2020

Site: 00001

Payroll Range: 07/01/2020 - 07/31/2020

Rating State: NC

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
<input type="checkbox"/> Check if NO PAYROLL		(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

Total Payroll

\$18,034

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

* 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.

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 BMIC** 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.

Manual Monthly Self-Reporting or Workers' Compensation



MONTHLY SELF-REPORTING WORKSHEET



Use **Builders Online Business** to pay your bill at www.buildersmutual.com/policyholders

Named Insured and Address:

1000 HICKORY LANE
HICKORY ENTERPRISES
401 CHARLOTTE DR
STATESVILLE NC 28685

Your Agent:

1000 HICKORY LANE
HICKORY ENTERPRISES
401 CHARLOTTE DR
STATESVILLE NC 28685
AGENT TEL # 888-740-2217

Customer ID:

Policy Number: HCP 180719 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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9102	LAWN MAINTENANCE	\$678	x 0.02900	= 20
<input type="checkbox"/> Check if NO PAYROLL				(6) Total manual premium = 1,581
		Total Payroll		(7) Increased limits 0.00800 + 13
		\$18,034		(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
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				(18) Total Premium Due = 1,597
				(19) Surcharge *** 0.00000 + _____
				(20) Previous balance + 234.00CR
				(21) Total Due to BMIC = 1,363

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

* 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 900017
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.

Builders Mutual is committed to delivering an experience that's caring, knowledgeable, and dependable. If there is anything we can do to provide more support, please contact the Customer Contact Center.



800-809-4859



Monday-Friday



8am to 6pm ET