

INSTRUCTIONS FOR COMPLETING THE PREMIUM CREDIT APPLICATION FOR THE WORKERS' COMPENSATION CONTRACTING CLASSIFICATION

PLEASE NOTE: If your average hourly pay rates for the contracting codes do not exceed \$9.99, no credit will result; therefore, completion of this application will not be necessary. Also, the "Total Florida Wages Paid" and "Total Hours Worked" reported should be information from the **third calendar quarter of the prior year**. If you did not engage in contracting operations during the third quarter, the requested information to be provided should be from the last complete quarter prior to the effective date of your workers' compensation policy.

For "Total Florida Wages Paid":

- Exclude premium overtime pay and bonuses.
- Exclude pay for exempt sole proprietor, partner or officer.
- Limit payroll for officer to a maximum of \$19,500.
- Combine all wages for a single class code in a single entry.
- Employee names not required.

For "Total Hours Worked":

- Include overtime hours in number of hours worked.
- Assume each salaried employee worked 40 hours per week.

Column (2) "Total Florida Wages Paid" and Column (3) "Total Hours Worked" are all you are required to fill out on the application.

Keep the payroll records that you use in completing the application for verification by an auditor. Failure to do so will result in no credit being given.

After calculation and verification, your credit will be forwarded to the National Council on Compensation Insurance (NCCI). NCCI will advise us of any authorized premium credit applicable to your account.

We appreciate and value your business and want to help you receive every possible benefit. Your cooperation in completing and returning the signed application to us within 45 days will be greatly appreciated. If you have any questions, please contact the Policy Administration department at 1-800-282-7648.

Mail application to:

ATTN: Policy Administration
P.O. Drawer 988, Lakeland, FL 33802-0988



Summit Consulting, Inc.

"The People Who Know Workers' Comp"™

P.O. Drawer 988 • Lakeland, FL 33802-0988 • 1-800-282-7648 • (863) 665-6060