

Want to improve your company's cash flow?



(They just did.)

Use Our Payroll Reporting Plan!

Our *Payroll Reporting Plan* provides you with Workers' Compensation coverage that features smaller, more frequent payments, creating additional cash flow to dedicate to your business operations!

- ✓ Premium is due in *MONTHLY* installments. *(No fees!)*
- ✓ Simple on-line *SELF*-reporting ensures installments are based on only those exposures listed each period.
- ✓ Class code and employee classifications are handled by us.
- ✓ Payments are drafted electronically from the bank of your choice.

About Berkshire Hathaway GUARD Insurance Companies . . .

Business insurance specialists, AmGUARD, EastGUARD, NorGUARD, and WestGUARD Insurance Companies (subsidiaries of Berkshire Hathaway GUARD) have been providing quality coverage to small- and mid-sized employers for over 30 years. Licensed in all non-monopolistic, continental U.S. states, the organization writes business through a network of independent agents. In 2013, our four insurance company subsidiaries (all rated A+ "Superior" by A.M. Best) wrote \$502 million in gross written premium for approximately 73,000 insureds. The satisfaction of Berkshire Hathaway GUARD's policyholders is best exemplified by a high client retention ratio; about 9 out of 10 customers renew their coverage with us.



An Introduction to Our Payroll Reporting Plan

Our *Payroll Reporting Plan* enables you to make smaller, more frequent payments – a significant cash-flow advantage. Specifically, the total premium is spread out among a 15% deposit and 11 monthly installments; *required* monthly payroll SELF-reporting ensures that the installments are based on only those exposures listed each period. This document provides the basic information needed to get started. Feel free to direct your questions, comments, and suggestions to our Customer Service Department at 1-800-673-2465.

Binding Coverage – Information Needed

Upon receipt of a *Proposal of Insurance*, you will need to submit the following items:

- A completed and signed Direct Draft authorization form.
- Any other state forms normally required for policy issuance.

IMPORTANT: The completed Direct Draft authorization form must be returned to us on or before the proposed policy inception date to ensure timely issuance of coverage.

Policy Issuance

Upon returning the requested documents, a Workers' Compensation insurance policy will be issued and sent directly to you.

Monthly Payroll Reports & Premium Calculations



Following the policy's inception date, monthly *Payroll Reports* must be completed on our secure *Policyholder Service Center (PSC)* accessible from our home page at **www.guard.com**. (A Policy Number, Policy Inception Date, and Federal Tax ID are needed to register.) Our intention is to offer you convenient reminders by fax or e-mail (depending upon the method indicated on the Direct Draft authorization form) to complete your *Payroll Reports*.* As the information is received, our system will accept and calculate the appropriate premium based on our pre-assigned employee classifications.

Since we believe you will find our on-line form to be very intuitive and simple to use, very little explanation is required. In part 1, you will be asked to "Verify Business Information" (specifically – your Policy Number; Policy Period; Report Period; Policyholder Name; Business Type; and Federal Tax ID). In part 2, you will be asked to "Update Your Payroll" by entering the Report Period's Gross Wages for each Class Code already identified for your convenience.

Upon pressing the Submit button, you are done! (A quick and easy process in exchange for a significant cash-flow benefit!)

IMPORTANT: Receiving your monthly payroll reports on time is integral to this flexible payment plan. If any report is overdue, we will immediately take steps to address the non-payment of premium, which could include being billed for the remainder of the policy period to maintain coverage.

Electronic Funds Transfers (EFTs)

We will endeavor to fax or e-mail a notice of the actual amount to be direct drafted for each installment.* After a successful exchange, the premium will be posted to the policy as a payment.

Final Audits

Your final installment, which includes your twelfth month's premium, will be determined after the final audit. Your initial 15% deposit will be applied to that final installment. You will either be charged for any additional amount due or refunded an amount owed to you.

Although one of the advantages of the *Payroll Reporting Plan* is the expectation of minimal changes in premium as a result of the final audit process, participating policyholders should understand that a traditional mail, phone, or physical audit will be conducted, and a *Final Audit Endorsement* will be processed for all *Payroll Reporting Plan* accounts upon policy expiration.

*Berkshire Hathaway GUARD sends Payroll Report reminders and Direct Draft notices as a courtesy. (The procedure for calculating premium is set forth in the policy.) We cannot guarantee that these messages will be received. Regardless, payment is still due in accordance with policy terms.