

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 *GUARD*.
- ✓ Payments are drafted electronically from the bank of your choice.



**GUARD
INSURANCE
GROUP**

Your Business is Our Business

About GUARD...

Business insurance specialists, AmGUARD, EastGUARD, NorGUARD, and WestGUARD Insurance Companies (subsidiaries of GUARD Insurance Group) have been providing quality coverage to small- and mid-sized employers for over two decades. Licensed in all non-monopolistic, continental U.S. states, the organization writes business through a network of independent agents and brokers. In 2010, GUARD's four insurance company subsidiaries (all rated A- "Excellent" by A.M. Best) wrote over \$240 million in direct written premium for approximately 47,000 insureds. The satisfaction of GUARD's policyholders is best exemplified by a high client retention ratio; 9 out of 10 customers renew their coverage with GUARD.

An Introduction to GUARD's 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.



GUARD INSURANCE GROUP Payroll Report for Your Workers' Compensation Policy

Have a question? Call Customer Service at 1-800-673-2465 or e-mail at csr@guard.com

In utilizing our Payroll Reporting Plan, you're able to make smaller, more frequent payments than our traditional policyholders – a significant cash-flow advantage. You facilitate this process by reporting your payroll on a monthly basis, which ensures you're only charged for the exposures listed each period. Just complete the two simple steps below.

Note that a red asterisk (*) indicates a required entry, and a question mark (?) serves as a link to supplementary explanation.

1. Verify Business Information

Your business's policy information is listed below. If you see any errors or issues, contact Customer Service by phone at 1-800-673-2465 or via e-mail at csr@guard.com to make any needed revisions.

Policy Number: ABCD123456
Policy Period: 10/01/2007 to 10/31/2008
Report Period: 04/01/2008 to 04/30/2008
Policyholder Name: ABC PUBLISHING
Business Type: Corporation
Federal Employer's ID Number (FEIN): 12-3456789

2. Update Your Payroll

We need to know your business's cumulative Gross Wages – grouped by Classification – for the period of 04/01/2008 to 04/30/2008.

Classification 1: 0810 - CLERICAL OFFICE EMPLOYEES
Gross Wages: \$ 0
Check if Applicable: No Payroll entered for this Class Code during the Report Period. [input additional payroll]

Total Gross Wages for Report Period: \$

I agree that the above information is correct. *

Any person who makes, or causes to be made, any knowingly false or fraudulent material statement or representation with the intent to defraud or deceive any insured or beneficiary regarding the proper allocation of premium, including but not limited to the amount of payroll or employee job titles or other facts relevant to the proper classification of payroll, commits a fraudulent insurance act, which is a crime and may be subject to criminal or civil penalties.

Note: All payroll information is considered private and handled accordingly as outlined in GUARD's Privacy Policy.

[Return to Main Menu](#) [Print Report](#) [Save](#) [Cancel](#)

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.

^{*}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.

