



## URGENT DEADLINE

Payroll true-up reports are due to BWC **no later than Aug. 15, 2016**. If you have not submitted your True-Up please do so immediately!!

At the end of each private employer policy period (July), it is necessary to reconcile estimated payroll with actual payroll. This is called the True-up. This report can be completed online at: <http://ow.ly/4mWUIm> or over the phone by calling 1-800-644-6292.

This new payroll True-up process is part of prospective billing, and as a result, Ohio businesses are now required to reconcile their actual payroll annually for the prior policy year and also reconcile any differences in premium paid. According to BWC, the True-up allows more accurate premium calculation. Even if actual payroll for the year matches the original BWC estimate or a business had zero payroll, the True-up report must be completed.

**The quickest and easiest way to True-up is online with a BWC e-account.** If you do not have a BWC e-account you can create one by signing on to: <https://www.bwc.ohio.gov/SelfSvcAccountAdmin/newacc.asp>.

You can also complete the True-up through the BWC call center however wait times may be extremely high, as a result BWC encourages the use of their online reporting system.

### IMPORTANT NOTE:

Again, **August 15, 2016** is the due date for your True-up report to be completed with BWC. **This is a critical deadline, as the BWC has indicated that if a business does not complete the True-up timely, they may not be eligible for current, and future alternative rating and premium discount programs such as Group Rating and Group Retrospective Rating.** Once more, reports must be submitted either online at (<http://ow.ly/4mWUIm>) or by phone at 800.644.6292.

Below are a couple of youtube video links that you may find helpful in the process:

<https://youtu.be/dmYEtuGLEnQ>

<https://youtu.be/YMaslG0eq-M>