



MIIA Member Services

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August 8, 2016

Dear MIIA Member:

Re: Workers' Compensation Payroll Audit for FY2016

At the conclusion of each policy year, MIIA is required to conduct payroll audits to determine each member's final workers' compensation payrolls. MIIA will begin this process during the next few weeks.

We are pleased to announce MIIA is partnering with a new Audit firm this year, Nielsen, Inc. will be performing the FY16 independent audit for MIIA. Nielsen has a long history conducting Workers Compensation Audits and we feel the change will be seamless. A representative from Nielsen will be contacting you to schedule an appointment at a time that is convenient to you.

There are several steps you (or your finance staff) can take now to expedite the audit:

- ✓ Separate overtime pay from regular wages.
- ✓ Separate clerical wages from the primary job classification for the department. This is particularly important for police, fire, public works, water, wastewater, and electric light departments.
- ✓ Gather the following state and federal reports: WR-1, SS-941 and all 1099s.

For the protection of your employees please do not include Personal Information such as Social Security #'s, Phone #'s of addresses in the reports supplied for the audit.

- ✓ In years past we have requested that you supply the auditor with Certificates of Insurance for all of your Independent Contractors. The contractor should have provided you with a certificate of insurance showing his or her workers' compensation coverage. If the contractor does not have insurance, the contractor and his or her employees become your responsibility under the Workers' Compensation Act and we may need to adjust your premium accordingly. **Although we ask that you continue to keep records of the certificates in the case of a claim, it will no longer be necessary to provide the auditor with the certificates.**

We have always enjoyed tremendous cooperation from our members and we thank you for that. We strive to make this process as painless as possible.

I would appreciate it if you could forward a copy of this letter to your accounting or finance staff and ask that they be available at the time of the audit.

If you have any questions regarding the audit procedure, please call Tricia Coughlin at 1-800-526-6442 x. 6860 or Direct Line 781-939-6860.

Sincerely,

Tricia Coughlin
Manager/Senior Underwriter
MIIA Member Services

