

Self Reporting Billing

Instructions on Completing the Monthly Self- Reporting Worksheet

Enter the Payroll for each class code into column (3). Multiply by the rate in column (4), and then by .01, round to the nearest dollar, and place the result in column (5). Total the premium in column (5), and enter the result in box (6). Multiply box (6) by the Increased limits percentage, round to the nearest dollar, and place the result in box (7). Add box (7) to box (6), and place the result in subtotal box (8) Multiply box (8) by the Discount factor before modifier (9), round to nearest dollar, and place the result in Subtotal box (10). Multiply box (10) by Experience Modifier (11), round to the nearest dollar, and place in Subtotal Box (12), Multiply by the Discount Factor after Modifier (13), round to the nearest dollar, and place the result in Total Premium Due (14). For box (15), the total reported payrolls (minus per capita payrolls) must be divided by 100 and then multiplied by the Terrorism Risk Act Rate and rounded to the nearest dollar. Multiply the State Tax Percentage if applies (16) or the installment fee 10.00. Add the previous Balance from Box (17) to box (14) thru box (16). Place the results in box (18). Please attach a check for the amount on line (18) and send the completed form with the check to:

**United Business Insurance Company
350 Franklin Road Suite 330
Marietta, GA 30067**

For additional questions or assistance in completing this form, please call the Accounting Department at 678-766-8242 ext 202

All monthly self reporting forms are mailed 20 days before the due date and completed forms and payment is due by the 10th of the next month.

Thank you for utilizing United Business Insurance Company for your Workers Compensation needs.