



MIIA Member Services

15 Cabot Road
Woburn, MA 01801-1003
TEL (800) 526-6442
FAX (781) 376-9907
www.emiia.org

September 18, 2015

Dear MIIA Member:

Re: Workers' Compensation Payroll Audit for FY2015

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.

NEIS, Inc. will be performing an independent audit for MIIA. A representative from NEIS 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 all certificates of insurance provided to you by 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 must adjust your premium accordingly.
- ✓ 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.

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.

To expedite the process this year and to ensure the final results of the audit are accurate please have your accounting or finance staff supply the audit representative with the E-Mail Address of the person who will sign on of the final results of the audit. Also this year we are building a Data Base for the Workers Compensation Audit Contacts, In order to accelerate the process we ask that you complete the attached fax worksheet and return to MIIA.

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

