



Prospective Billing public employers

Under the Ohio Bureau of Workers' Compensation's (BWC) prospective billing system, public employers need to be aware of key dates related to enrollment deadlines for alternative rating programs, survey dates, payroll reporting and premium payment, as well as the true-up processes. As a reminder, an outline is provided below for the current rate year.

2018 KEY DATES

- Jan 1** BWC to mail True-Up notice (reconciliation of 2017 actual versus estimated payroll)
- Jan 28** Last day to request change to estimated payroll (*deadline always last business day of September*)
- Feb 15** Deadline for True-Up of 2017 payroll (pay if shortage; refund if estimated payroll greater than actual)
- Feb 15** Lump Sum Settlement applications due (C240) for 2019 policy year
- Feb 15** Last day to change installment plan option for 2019
- Mar 31** Survey date for 2019 policy year for claim years 1/1/13 to 12/31/16
- Nov 30** Destination Excellence enrollment deadline (Drug Free Safety Program, Industry Specific Safety Program, Transitional Work Bonus)
- May 31** Group Rating enrollment deadline
- Dec 1** BWC to mail invoice for 2019 premium (*BWC required to mail at least 23 days prior to invoice due date*)
- July 31** Group Retrospective, Individual Retrospective, One Claim and Deductible enrollment deadline
- Dec 31** First installment for 2019 premium due (may be deferred for up to 4 months; however, if entire estimated premium is paid by December 31st, BWC will issue a 2% rebate of the total premium amount)



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TRUE-UP PROCESS

BWC provides workers' compensation coverage based on estimated payroll. Therefore at the end of the policy year, BWC asks employers to report their actual payroll for the prior policy year and pay any shortage (or receive a refund for any overage) in premium. This process is called a true-up and occurs from January 1 - February 15, 2018 for public employers (counties, cities, schools, conservancy districts, villages, townships, etc.).

If the true-up is not completed timely, the following may occur:

- Employer will not be eligible for prior year rebates and incentives (2017 rating year)
- Employer will be removed from current year programs (2018 rating year)
- Employer will become ineligible for programs the following year (2019 policy year) and will continue to remain ineligible for all future years until all past true-ups are completed.

HOW TO COMPLETE THE TRUE-UP

Although employers may contact BWC at (800) OHIO-BWC (800.644.6292) and complete their true-up report over the phone, BWC anticipates high call volumes and long wait times. They strongly encourage employers to complete their true-up report online through their BWC e-account at www.bwc.ohio.gov. If you do not have an e-account, simply select the Create E-Account Link to begin. You will need your BWC policy number and/or Federal Tax Identification Number.

From your BWC e-account on the Employer screen, complete the following steps:

1. From the left side menu under Payroll/Premium, select Payroll True-Up Reports.
2. Click the drop down arrow to select the period to complete, click that period and hit next (current payroll period for true-up is January 1, 2017 - December 31, 2017).
3. Enter the number of employees and the actual payroll for each manual code BWC has assigned to your organization and click next.

BWC will automatically calculate the prospective billing transition credit and make any necessary adjustments based on the actual payroll reported to produce a net transaction amount.

4. If additional premium is owed (net transaction amount is positive), select option to pay:
 - Pay in Full: the system will prompt you to enter your payment information
 - Pay another amount: use this option to pay the net transaction amount and any other amounts due
 - Submit without payment: use this option if you wish to submit payment with a voucher or if you will be paying online at a later date (still must be paid by February 15, 2018 to be considered timely)

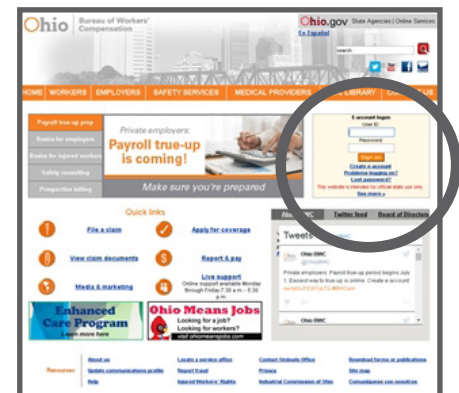
If no additional premium is owed or if a credit is shown as your net transaction amount, simply select Submit on the verification page, complete the BWC electronic signature requirement and click on I agree to submit your report.

5. Complete your electronic signature in which you agree that the information provided is accurate and complete to the best of your knowledge.
6. Print the confirmation page for your true-up and save for your records and if paying at a later date, print your voucher/payment coupon to be sent with your payment.

ADDITIONAL REBATES

Additional rebates are available should an employer utilize their e-account through the BWC's website. Eligible employers will qualify for a 1 percent Go Green premium rebate (up to \$2,000 maximum by filing electronically).

Log on to your BWC e-account at
www.bwc.ohio.gov



The true-up report must be completed and payment received no later than **February 15, 2018**. Allow two business days for payments to be posted to your account by BWC.