



**Bureau of Workers'  
Compensation**

30 W. Spring St.  
Columbus, OH 43215-2256

Governor **John R. Kasich**  
Administrator/CEO **Sarah D. Morrison**

[www.bwc.ohio.gov](http://www.bwc.ohio.gov)  
1-800-644-6292

Sept. XX, 2016

Name  
Address  
City, ST, zip

Policy Number

**Re: 2017 policy renewal and installment options**

Dear Employer:

As we complete the transition to prospective billing and begin to prepare for the upcoming 2017 policy year, we have a few new payment schedule options for you to select. We're providing you with information on these options in advance of receipt of your Notice of Estimated Annual Premium for 2017, which you will receive at the end of October.

First, for this upcoming policy year, we will initially set up your policy on either a monthly installment plan or a single payment based on your estimated premium due. You can view this information on the web beginning on Oct. 17, 2016. For those of you who are not minimum payers (premium equal to \$120), you will have the ability to select a different installment plan until Nov. 21, 2016. You can make this selection online or by contacting your local customer service office. Note: Our website will be down for maintenance from Nov. 10 to Nov. 14. Access to installment selection will be unavailable at this time. For that reason, we have extended the original Nov. 15 deadline to Nov. 21.

Secondly, we will implement an early pay discount. While similar to our previous program, this discount requires full payment of the total estimated annual premium by the due date of your first installment (for 2017 that date is Jan. 3.) This discount will be a 2-percent premium credit upon payment of premium. If no other outstanding balances exist, this credit will come back to you in the form of a refund.

Finally, we have heard your concerns regarding the timing of the payment due dates and your receipt of tax dollars. For that reason, we have created the deferred payment program for public employer taxing districts that you may opt to participate in. This program allows you to defer your first installment payment until May 1, 2017. If you elect this program, we will charge a fee of 0.94 percent to the total amount of deferred installments. You can find more information about this program on the back of this letter or online at [www.bwc.ohio.gov](http://www.bwc.ohio.gov). Click on employers and then prospective billing.

If you have questions, please visit [www.bwc.ohio.gov](http://www.bwc.ohio.gov), and click on the prospective billing link on the Employers page, or call us at 1-800-644-6292.

Sincerely,

Sarah D. Morrison, Administrator/CEO  
Ohio Bureau of Workers' Compensation

# Public Employer Taxing Districts

## Deferred Payment

Public employer taxing districts have the option to defer the first four monthly installment payments until May 1, 2017. We will apply a deferment fee factor of 0.94 percent to the total of the deferred installments. Employers must pay the total deferred installments, the deferral fee and the regular monthly installment by May 1, 2017, or coverage will lapse effective Jan.1, 2017.

### Example

Invoice month	Due date	Monthly installment
December		\$1,000.00
January		\$1,000.00
February		\$1,000.00
March		\$1,000.00
Total deferred installments	5/1/2017	\$4,000.00
Deferral fee rate		0.94%
Deferral fee		\$37.60
April	5/1/2017	\$1,000.00
<b>Total Due 5/1/2017</b>		<b>\$5,037.60</b>

If you have questions, please email us at [bwcprospectivebilling@bwc.state.oh.us](mailto:bwcprospectivebilling@bwc.state.oh.us), or call us at 1-800-644-6292.