

QUARTERLY WORKERS COMPENSATION

Payroll Ledger Template

COMPANY NAME:

POLICY NUMBER:

POLICY PERIOD:

CALENDAR QUARTER / YEAR:

STATE OF COVERAGE:

PREPARED BY / DATE:

TOTALS:



Filing Instructions:

- 1. Group employees by their applicable Workers Compensation Class Code.
- 2. Deduct excluded remuneration (e.g., overtime premium portion, tips, severance) to determine Subject Wages.
- 3. Apply the specific manual rate per \$100 of payroll for each class code.
- 4. Maintain payroll records supporting these figures for audit purposes.

AUTHORIZED SIGNATURE & TITLE

DATE SIGNED

