



REQUEST FOR AUDIT INFORMATION

Policy Number: WWC3691772
FEIN:

AUDIT PERIOD 01/01/24 TO 12/31/24

Please visit www.gnjumcinsurance.org/wcaudit for audit instructions and additional information to accurately complete the below form. Your Workers' Compensation premium has been based on an estimated payroll. The actual payroll is now needed for the time period stated above to determine your revised premium. Please complete this form by **February 1st** and return it to Sovereign Insurance Group in the enclosed pre-addressed envelope, or you can return this form electronically to info@sovinsurance.com or fax to 610.535.6810.

PAYROLL DEFINITION:

Gross wages, including cash allowances such as utility, housing and/or education allowance(s), annuities and reimbursed Social Security. Payments made by the employer for pension or health insurance and any reimbursed money for business expenses should not be included (Line 1 of the 2024 Clergy Compensation Form).

8840 CHURCH/CLERICAL PAYROLL:

Includes appointed clergy, hired clergy (not appointed), lay church office workers (includes youth director/pastor), nursery attendants for worship time, musicians, paid VBS staff

2024 **Actual** Payroll: _____

8868 DAYCARE/SCHOOL/CHILD CARE PAYROLL:

Includes teachers, directors and school clerical staff

2024 **Actual** Payroll: _____

9107 CHURCH CUSTODIAL/NON-PROFESSIONAL PAYROLL:

Includes custodial, maintenance, or grounds staff

2024 **Actual** Payroll: _____

9220 CEMETERY PAYROLL:

Includes cemetery staff as well as cemetery lawn care and landscaping, cemetery maintenance, grave diggers

2024 **Actual** Payroll: _____

9106 SCHOOL/DAY CARE/CHILD CARE NON-PROFESSIONAL & DRIVERS:

Includes cook/cafeteria staff, drivers, custodial staff

2024 **Actual** Payroll: _____

8017 RETAIL/THRIFT SHOP NOC:

Includes paid retail or thrift store staff

2024 **Actual** Payroll: _____



NUMBER OF EMPLOYEES

CLASS CODE	FULL TIME	PART TIME
8840 CHURCH		
8868 DAY CARE/SCHOOL		
9107 CHURCH CUSTODIAL/NON-PROFESSIONAL		
9220 CEMETERY		
9106 SCHOOL/DAY CARE NON-PROFESSIONAL		
8017 RETAIL NOC		

EMPLOYEE CATEGORY:

Refer to instructions for category definitions

CLASS CODE	AC	LS	UC
8840 CHURCH			
8868 DAY CARE/SCHOOL			
9107 CHURCH CUSTODIAL/NON-PROFESSIONAL			
9220 CEMETERY			
9106 SCHOOL/DAY CARE NON-PROFESSIONAL			
8017 RETAIL NOC			

Signature: _____ **Date:** _____

Title: _____ **Phone Number:** _____

Email: _____

RETURN COMPLETED FORM TO SOVEREIGN INSURANCE GROUP BY **FEBRUARY 1ST**