

State of Vermont

Workers' Compensation Administration Fund

Quarterly Assessment Statement 🕒 Submission Instructions

Quarterly assessment reports are due no later than 30 days after the end of the calendar quarter being reported, unless an exemption for filing a quarterly report has been requested in writing and approved by the Department of Labor. Exemptions from quarterly filing will generally be granted by the Department if you expect that the insurance company's total assessment for the calendar year will be less than \$100.00.

Blank "Quarterly Assessment Statement" forms are available at our website. The address is:
<http://www.labor.vermont.gov/Default.aspx?tabid=170>

You may create and utilize your own form for reporting your company's quarterly activity, as long as the same general format is used and all information is included.

INSTRUCTIONS:

Enter the name of the insurance company, the group name (if applicable), and the National Association of Insurance Commissioners (NAIC) codes for both entities. Also, include the Federal Tax Identification Number for the Insurance Company being reported.

Line 1: Total estimated direct premiums written. Identify the estimated direct written premiums for the period that you are currently reporting.

Line 2: Assessment due. Multiply the direct written premiums (identified on Line 1) by the current assessment rate. Identify the result on Line 2.

Line 3: Prior quarter (over) & under payments. If applicable, identify on Line 3 an assessment amount that has been overpaid (as a credit) or was underpaid in the previous quarter.

Line 4: Balance Remitted. Add Line 2 and Line 3. If the amount is positive, identify this number on Line 4, and remit this amount along with your completed Quarterly Assessment Statement.

Line 5: Credit to be subtracted from next payment. Add Line 2 and Line 3. If the amount is negative, identify this number on Line 5. The next time your company's Quarterly Assessment Statement is prepared, this amount will be entered on Line 3 to reflect the credit balance that currently exists.

Should you have any questions, please contact the Vermont Department of Labor at (802) 828-4110, or visit our website at <http://www.labor.vermont.gov/Default.aspx?tabid=1550>