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DATE	<b>12/01/2018</b>	
RATING GROUP NO		
CMIC ACCOUNT NO.		
YOUR FEIN		
POLICY NUMBER	<b>07-062542</b>	
POLICY TERM	<b>1 YEAR</b>	
POLICY PERIOD	<b>1/1/2018</b>	<b>to 1/1/2019</b>
<b>AUDIT PERIOD</b>		

**TIME SENSITIVE MATERIAL**

**WORKERS' COMPENSATION  
REQUEST FOR PAYROLL AUDIT INFORMATION**

Please refer to your workers' compensation policy "Part Five - Premium," which states the premium shown on the Information Page, schedules, and endorsements at the time your workers' compensation policy was issued is an estimate. **The final premium is determined after your workers' compensation policy expires.** In order to calculate the final premium, actual payroll figures are needed to compare with the initial estimated payroll figures. Through an audit process, a determination is then made if any premium adjustment is necessary.

**Please note that failure to complete the audit may result in cancellation or nonrenewal of your policy.**

The reverse side of this letter is a Payroll Audit Report of Wages Form. **Complete this form and return it to Church Mutual Insurance Company, by January 15, 2019.** Make sure to keep a copy of the completed audit form for your church's records. Email or fax return is preferred; if you fax or email the form you do not need to mail the hard copy. **Mail the form only if email or fax return is not possible to Church Mutual Insurance Company 3000 Schuster Lane, P.O. Box 357, Merrill, WI 54452-0357.**

A General Instruction Sheet and Sample Form are enclosed for your assistance. If you have any questions concerning the completion of the Payroll Audit Report of Wages Form contact **Becky Meyer** in the Premium Audit Unit at **800.554.2642, press Option 4, Extension 4697**, or email her at **[bjmeyer@churchmutual.com](mailto:bjmeyer@churchmutual.com)** - please reference UMC of Greater New Jersey.

Thank you for your cooperation; we appreciate your business.

CHURCH MUTUAL INSURANCE COMPANY

PREMIUM AUDIT UNIT

**PLEASE NOTE:** DO NOT complete any online workers compensation audit on the Church Mutual website

