



## Mohawk Self Insurance Mode of Payment Procedure

On the MSI A Application & Agreement Form Under mode of payment you have a choice of Monthly, Bi-yearly, Yearly, Duration of Project or Seasonal.

If you choose:

➤ **Monthly**

Once Mohawk Self Insurance receives your MSI A and B forms, we will set up your file. The main Contact person at your company/organization for Mohawk Self Insurance must submit a monthly timesheet on the first of the month for the previous month's work. Example: July 1, 2013 a timesheet is submitted for June's hours worked from June 1 - 30, 2013. Payment must be made by the last day of the month. Example: July 31, 2013, interest charges of 1.5% per month will be instituted for late accounts, commencing the day after the due date specified on the premium letter. Example: For August 2013, you will receive your premiums for July 2013 and June 2013 with interest which must be paid by August 31, 2013. If you did not have any work in the month you must inform Mohawk Self Insurance on the first of the month the same as you would submit a timesheet.

➤ **Bi-yearly**

Once Mohawk Self Insurance receives your MSI A and B forms, we will invoice you for 26 weeks from April 1st of the current year to September 30th of the current year. Example: April 1, 2013 – September 30, 2013. Premiums must be paid by the last day of the month. Example: April 30, 2013, interest charges of 1.5% per month will be instituted for late accounts, commencing the day after the due date specified on the premium letter. In September we will invoice you for another 26 weeks from October 1st of the current year to March 31st of the following year. Example: October 1, 2013 – March 31, 2014. Payment must be made by the last day of the month. Example October 31, 2011, interest charges of 1.5% per month will be instituted for late accounts, commencing the day after the due date specified on the premium letter. You are charged for the 26 weeks regardless of vacation or holidays, if you wish to receive a credit you must submit payroll statements.

➤ **Yearly**

Once Mohawk Self Insurance receives your MSI A and B forms, we will invoice you for 52 weeks from April 1st of the current year to March 31st of the following year. Example: April 1, 2013 – March 31, 2014. Payment must be made by the last day of the month. Example: April 30, 2013, interest charges of 1.5% per month will be instituted for late accounts, commencing the day after the due date specified on the premium letter. You are charged for the year regardless of vacation or holidays, if you wish to receive a credit you must submit payroll statements.

➤ **Duration of Project**

Once Mohawk Self Insurance receives your MSI A and B forms, we will set up your file. You must submit a \$100.00 deposit before the start date stated on your MSI A form. The main contact person at your company/organization for Mohawk Self Insurance must submit a timesheet every Monday for the previous week's work until the project is complete. Example: January 21, 2013 a timesheet is submitted for the week of January 14-18, 2013. Payment must be made by Friday. Example: January 25, 2013, interest charges of 18% APR (annual percentage rate) calculated daily will be instituted for late accounts, commencing the day after the due date specified on the premium letter. If the duration of the project exceeds the end date stated on the MSI A form you must inform Mohawk Self Insurance or your employee's could be without on the job coverage.



➤ **Seasonal**

Once Mohawk Self Insurance receives your MSI A and B forms, we will set up your file. The main Contact person at your company/organization for Mohawk Self Insurance must submit a monthly timesheet on the first of the month for the previous month's work. Example: July 1, 2013 a timesheet is submitted for June's hours worked from June 1 - 30, 2013. Payment must be made by the last day of the month. Example: July 31, 2013, interest charges of 1.5% per month will be instituted for late accounts, commencing the day after the due date specified on the premium letter. Example: For August 2013, you will receive your premiums for July 2013 and June 2013 with interest which must be paid by August 31, 2013. If you did not have work for the month you must submit a written notice to Mohawk Self Insurance on the first of the month the same as you would submit a timesheet. If the season exceeds the end date stated on the MSI A form you must inform Mohawk Self Insurance or your employees Could be without on the job coverage.

If you have any questions, please contact the Mohawk Self Insurance Client Information Administrator at 450-638-0500 ext. 2338