

WORKERS' COMPENSATION PAYROLL QUESTIONNAIRE

Date: _____

Policy Number:	POLICY NUMBER HERE
Policy Dates:	POLICY TERM DATES HERE

FEIN: _____

****IMPORTANT - FOR SHARED EMPLOYEES ONLY****

(for the purposes of this questionnaire, "shared" indicates that another location also pays them a salary)

If any employee (all classifications) is shared with another parish/location, indicate here:

Position: _____	Salary You Paid: _____	Other location: _____
Position: _____	Salary You Paid: _____	Other location: _____

****REPORT PAYROLL FOR NON-SHARED EMPLOYEES BELOW****
 (DO NOT DUPLICATE ANY EMPLOYEES LISTED ABOVE)

CLASSIFICATION	CLASS CODE (Insurer's Use)	PAYROLL	NO. OF PAID EMPLOYEES
Permanent Religious (Priests, Brothers, Deacons & Sisters)			
Paid under \$12,000	8868	N/A	
Paid over \$12,000	8868	\$	
Church & School: <u>Professional Employees</u>, such as: Substitute Clergy, Deacons, Administrators/Managers, Teachers, Coaches, Music Directors, Organists, Rel. Education, Youth Ministry, Bookkeepers, Sacristans, etc.	8868	\$	
Church & School: <u>Non-Professional Employees</u>, such as: Maintenance, Janitorial, Cleaning Personnel, Groundskeepers, Cafeteria Workers, Lunch Room Monitors, etc.	9101	\$	
Clerical: All clerical employees	8810	\$	
Bus Drivers: School and Church	7380	\$	
Cemetery Workers: All Employees (including Sales) except Clerical and Management	9220	\$	
Convalescent or Nursing Home (All Employees):	8829	\$	
Store: Retail - No Installation	8017	\$	
Domestic Workers: Rectory Housekeepers	0913	\$ N/A	
Other Types of Employees Not Shown Above (specify type of work):			
_____		\$	
_____		\$	

Total number of Employees (including shared & non-shared): _____

Name of Person Preparing Report: _____ Telephone: _____ Date: _____

Email address: _____