

MEMORANDUM

TO: The Members of the HSAWCF
FROM: Mary Penz, HSAWCF Administrator
DATE: August 20, 2021

SUBJECT: **NEWS AND UPDATES FROM HSAWCF**

SAVE THE DATE - THE HSAWCF ANNUAL MEETING SEPTEMBER 23, 2021 LOCATION – VIRTUAL/ZOOM MEETING

On Thursday September 23rd, 2021, The Human Service Association Workers Compensation Fund will hold their 35th Annual Meeting. This year the meeting will once again be held via Zoom. Meeting materials and instructions for the Annual Meeting will be mailed under separate cover.

MEMBERSHIP RENEWAL INFORMATION – DUE OCTOBER 1ST

It is that time of year when we request that the membership provide the HSAWCF with payroll renewal information for the upcoming year. The estimated payroll data is required by the Excess Carrier in order to assist in establishing the HSAWCF workers compensation premium rates for the 2022 year. In our continued efforts in transitioning to handle paperwork electronically, we are attaching the payroll renewal form packets to this email, once completed they can be returned to the HSAWCF via email or fax. The instructions on how to complete these forms are included in the packet information. We have attached your agency audit data for the 2020 year to use as a guide along with a packet of additional forms that need to be completed. We understand that your agency may have had significant changes in payrolls so please take a look at this information closely and provide your best estimates for the 2022 year.

Please note that the payroll verification forms and other information will need to be submitted to the HSAWCF **NO LATER THAN OCTOBER 1ST**. The timing of this is very important. **If we do not receive the estimated figures by October 1st, we will automatically use the 2020 FINAL AUDIT** figures to estimate payroll for the 2022 year, this could lead to underestimating or overestimating your payroll so please make every effort to file these forms in a timely manner. As always please let me know if you have any questions or concerns I can be reached at marypenz@hsawcf.com or 586-416-8950.

PLEASE COMPLETE THE ATTACHED DOCUMENTS AND RETURN TO scopley@crsmi.com or marypenz@hsawcf.com