

# WORKERS' COMPENSATION PAYROLL AUDIT

## Audit period June 1, 2023 to May 31, 2024

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ **Number of workers at this location:** \_\_\_\_\_  
 (for wages reported below; do not include volunteers)

Please enter the gross payroll figures for each classification code for the period June 1, 2023 to May 31, 2024 and return. **DEADLINE: Please return this form to the Finance Office by July 8, 2024.**

Code	Classification	Gross Payroll Amount
8868	Church and/or school professional (ex: Priest, Religious, Pastoral ministers, teachers, substitute teachers, coaches, organist, choir directors, administrative/clerical staff)	\$ _____
9101	Other church and/or school non-professionals (ex: janitors, maintenance workers)	\$ _____
7380	Drivers (ex: school buses, vans, etc.)	\$ _____
8017	Retail (ex: St. Vincent de Paul Stores)	\$ _____
9220	Cemetery employees other than clerical (ex: opening graves, removing and reintering remains, drivers)	\$ _____
8810	Clerical, not involved in Religious Institutions (ex: cemetery, nursing homes, St Vincent de Paul)	\$ _____
8824	Retirement Living Centers (ex: Healthcare workers)	\$ _____
8864	Social Services Organizations (ex: all employees, salespersons and drivers – St. Benedict Shelter & St. Gerard's, Catholic Charities case managers)	\$ _____
<b>TOTAL</b>		\$ _____

\_\_\_\_\_  
 Name, Email Address & Phone # of Preparer

\_\_\_\_\_  
 Date

**IMPORTANT: Please provide a current email address, as this form will be emailed to everyone each year.**

**\*\*The Workers' Compensation Payroll Audit form must be returned to the Finance Office no later than July 8, 2024. The form should be returned even if there are no workers or wages to report, just write "nothing to report."**

THANK YOU!!