

# WORKERS' COMPENSATION PAYROLL AUDIT

Audit period June 1, 2019 to May 31, 2020

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

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

**NEW DEADLINE: Due to an additional data request (forthcoming from Church Mutual), the deadline has been extended this year. This form must be returned to the Finance Office by July 15, 2020. Please enter the gross payroll figures for each classification code for the period June 1, 2019 to May 31, 2020 and return.**

*(We will send the additional detail request for wage info related to COVID-19 when we receive from Church Mutual.)*

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)	\$ _____
	<b>TOTAL</b>	<b>\$ _____</b>

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

\_\_\_\_\_  
Date

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

\*\*The annual Workers' Compensation Audit form must be returned to the Office of Administration no later than July 15, 2020.

**The form should be returned even if there are no workers or wages to report, just write "nothing to report."** THANK YOU!!