



Sept. 15, 2015

[Employer name]  
[Street address]  
[City, State ZIP]

**Subject: Prospective Billing and Transition Credit for Public Employers**

Dear Employer:

As you may know, all public employer taxing districts are transitioning to a prospective billing system for workers' compensation premium starting in 2016. For this transition, we will provide a transition credit to ease the financial burden.

This transition credit will include a 50-percent credit on the policy year 2015 payroll report and a 50-percent credit on the policy year 2016 prospective premium. You will pay essentially the same amount of premium in 2016 that you would have without the transition to prospective billing.

To be eligible for the transition credit(s), your policy must be in an active or reinstated status on Jan. 1, 2016. If you are currently lapsed, it's not too late to become eligible for the transition credit(s).

So what should you expect as we head into 2016?

To ease the transition, your 2016 reporting deadline dates will remain the same. In December 2015, you will receive two mailings from us. First, you will receive your Notice of Estimated Annual Premium and your certificate of coverage for 2016. This notice is not a bill, but an estimate to aid you in budgeting. Please note that this new certificate no longer guarantees coverage; the only guarantee of coverage is by paying your premium at the appropriate time. Secondly, you will receive your 2015 payroll report.

You must complete your payroll report and pay at least 50 percent of the premium due by May 16. You will also need to pay your first prospective installment (you will receive an invoice for your installment) by that date. Again, we will discount both annual premiums 50 percent as part of the transition. The rest of your premium for both 2015 and 2016 is due by Sept 1.

Additionally, in January 2017, we will require public employers to complete an annual payroll true-up report online or via phone for policy year 2016. We will provide more information on that process, as we get closer to that date.

In the coming months, we will offer informational seminars across the state to educate you on the upcoming changes. There will also be a number of webinars available to you. You can find information and registration for the seminars and webinars as well as fact sheets and how-to videos at [www.bwc.ohio.gov](http://www.bwc.ohio.gov).

On the back of this letter, we have included a simple timeline for you to use to keep track of the upcoming dates and deadlines. As always, if you have questions, please contact your local BWC customer service office or call 1-800-644-6292. We look forward to working with you to implement this important reform for the betterment of BWC and Ohio's economy.

Sincerely,

Stephen Buehrer  
BWC Administrator/CEO

# Key dates for public employer taxing districts

## **November 2015**

Nov. 30 – Destination: Excellence enrollment deadline for 2016 policy year

## **December 2015**

2015 payroll report and 2016 policy year Notice of Estimated Annual premium mailed

## **March 2016**

March 31 – First prospective installment mailed

## **May 2016**

May 16 – Policy year 2015 payroll report with at least 50 percent of premium due

May 16 – First prospective installment due

May 31 – Policy year 2017 group-enrollment deadline

## **July 2016**

July 29 – Policy year 2017 group retro, One Claim, individual retro and Deductible enrollment deadline

## **September 2016**

Sept. 1 – Balance of policy year 2015 and 2016 premium due (**discounted 50 percent**)

## **October 2016**

Oct. 31 – Policy year 2017 notice of estimated annual premium mailed

## **November 2016**

Nov. 30 – Destination: Excellence enrollment deadline for 2017 policy year

## **December 2016**

Dec. 1 – Policy year 2017 premium invoice mailed

## **January 2017**

Jan. 2 – Policy year 2016 payroll true-up notice mailed

Jan. 2 – First policy year 2017 invoice due (Unless employer has deferred)

## **February 2017**

Feb. 15 – Policy year 2016 payroll true-up report due

## **May 2017**

May 1 – Policy year 2017 deferral premium payment due (January – May)

May 31 – Policy year 2018 group-enrollment deadline

## **July 2017**

July 31 – Policy year 2018 group retro, One Claim, individual retro, and Deductible enrollment deadline

## **November 2017**

Nov. 1 – Policy year 2018 notice of estimated annual premium invoice mailed