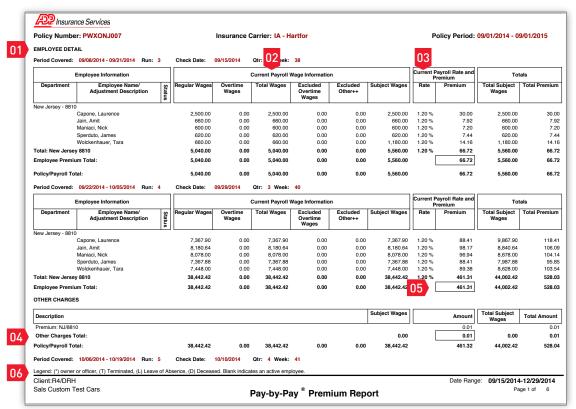


ADP's Pay-by-Pay® Premium Payment Report

VIEW CRITICAL DATA / BE PREPARED COME AUDIT TIME / SAVE TIME & EFFORT

In addition to enjoying the benefits of ADP's Pay-by-Pay Premium Payment Program, we'd like you to enjoy the peace of mind that detailed reporting offers. The Pay-by-Pay Premium Payment Report is a convenient management report that will be provided to you each time you run payroll.*

- **Employee Detail:** Provides information on employee including name, number, status, class code, state in which the employee is working.
- **O2 Current Payroll Wage Information:** Displays all of the employee's earnings, and what is subject to and excluded from workers' compensation premium calculation.
- **Current Payroll Rate and Premium:** Calculation of the current subject wages multiplied by the rate for the class code for this payroll.
- **Other Charges:** Lists additional payments other than employee-level premium such as state assessments, surcharges, or taxes included on your Policy Information page.
- **Total Charges This Period:** Highlights the total premium that will be debited from the employer's bank account.
- **Employee Status Legend:** Describes the value listed in the Employee Status column and what it means.



Page 1 of the report will always show employee level activity for this payroll / current payroll.

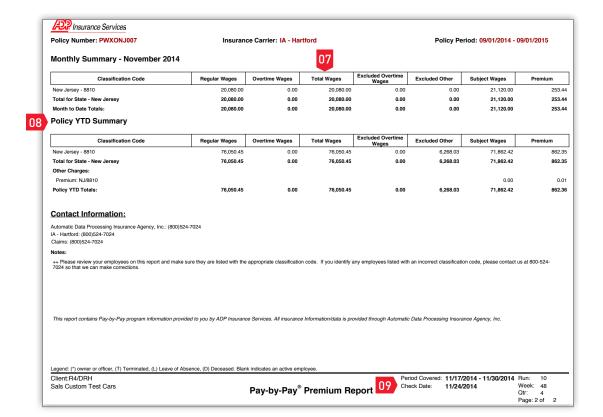
PAY-BY-PAY PREMIUM PAYMENT REPORT

The second section of your Pay-by-Pay Premium Payment Report will include a Monthly Summary and a Policy Year-to-Date Summary of activity for the policy.

The Monthly and Policy YTD summaries are meant to provide a quick snap-shot of payments for the month and fiscal year of your policy. It can be useful in helping your business track expenses by month and also provides the YTD figures that can be used during the final audit of your policy by your insurance carrier.

- **07) Wage Information:** Describes wage information used to determine subject wages for premium calculation purposes.
- **OP Check Date:** Identifies the payroll period on which the current premium is calculated.

O8 Policy YTD Summary: Shows class code, wages and premium activity for the calendar year-to-date.



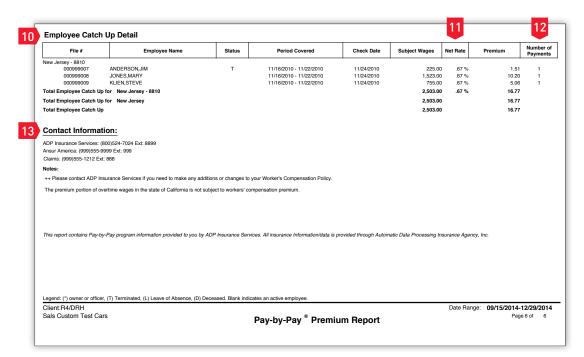


PAY-BY-PAY PREMIUM PAYMENT REPORT

The last page of your Pay-by-Pay Premium Payment Report might include a sub-category called Employee Catch-Up Detail. This additional report will be included when and if 'Catch-Up' is processed by ADP. Catch-Up premium is calculated for various reasons, including but not limited to, when the effective date of your Workers' Compensation Policy is before you joined ADP's Pay-by-Pay Premium Payment Program.

ADP calculates what premium should have been collected for each employee subject to coverage. ADP collects that 'Catch-Up Premium' in one or several payments depending on the carrier. ADP does this to help minimize audit impact at the end of your policy term.

- 10 Employee Catch-Up Detail: Catch-Up is the amount of premium that needs to be collected when a payroll(s) are missed and premium was not collected for the missed check date(s). Catch-Up premium should be collected to help minimize the amount due at final audit.
- 11) Net Rate: Takes into account any credits and/or debits that apply to premium and modifies the class code basis rates. The net rate will show a percentage on your Pay-by-Pay Premium Payment Report used to calculate premium based on actual payrolls.
- **Number of Payments:** Shows the total number of payments over which the catch-up premium will be divided.
- **Contact Information:** Displays the contact information for ADP Insurance Services, insurance carrier, and claims reporting.



^{*}The Pay-by-Pay® Premium Payment Report contains confidential employee payroll information. It is emailed only to the contact you have provided for workers' compensation. The contact you have identified may be changed at any time by calling ADP Insurance Services customer service center at 1-800-524-7024 from 8:00a.m.-8:00p.m. (EST).

This material covers the Pay-by-Pay payroll feature of ADP's payroll processing services and does not involve the offer or sale of any insurance product. All insurance products will be offered and sold through Automatic Data Processing Insurance Agency, Inc., its licensed agents or licensed partners.

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