The Ohio Bureau of Workers’ Compensation (BWC) requires all employers to reconcile differences in premium paid on an annual basis.

**TRUE-UP PROCESS**

BWC provides workers’ compensation coverage based on estimated payroll. Therefore at the end of the policy year, BWC asks employers to report their actual payroll for the prior policy year and pay any shortage (or receive a refund for any overage) in premium. This process is called a true-up and occurs from July 1 - August 15, 2017 for private employers.

If the true-up is not completed timely, the following may occur:

- BWC will remove employers from their current rating plan or discount program if it does not receive a true-up by the due date.
- If an employer has any outstanding true-ups, they will be ineligible for participation in future rating plans or discount programs until the employer submits all outstanding true-ups.

**HOW TO COMPLETE THE TRUE-UP**

Although employers may contact BWC at (800) OHIO-BWC (800.644.6292) and complete their true-up report over the phone, BWC anticipates high call volumes and long wait times. They strongly encourage employers to complete their true-up report online through their BWC e-account at [www.bwc.ohio.gov](http://www.bwc.ohio.gov). If you do not have an e-account, simply select the Create E-Account Link to begin. You will need your BWC policy number and/or Federal Tax Identification Number.

From your BWC e-account, complete the following steps:

1. From the left side menu under Payroll/Premium, select Payroll True-Up Reports.
2. Click the drop down arrow to select the period to complete, click that period and hit next.
3. Enter the number of employees and the actual payroll for each manual code BWC has assigned to your organization and click next.
4. If additional premium is owed (net transaction amount is positive), select option to pay:
   - Pay in Full: the system will prompt you to enter your payment information
   - Pay another amount: use this option to pay the net transaction amount and any other amounts due
   - Submit without payment: use this option if you wish to submit payment with a voucher or if you will be paying online at a later date

   *If no additional premium is owed or if a credit is shown as your net transaction amount, simply select Submit on the verification page, complete the BWC electronic signature requirement and click on I agree to submit your report.*

5. Complete your electronic signature in which you agree that the information provided is accurate and complete to the best of your knowledge.
6. Print the confirmation page for your true-up and save for your records and if paying at a later date, print your voucher/payment coupon to be sent with your payment.

The true-up report must be completed and payment received no later than August 15, 2017. Allow two business days for payments to be posted to your account by BWC.
Frequently Asked Questions

Q What will happen if an employer does not true-up timely?
A A true-up of your 7/1/2016 - 6/30/17 payroll (2016 policy year) takes place between July 1 - August 15, 2017. If an employer does not complete the true-up process by the deadline date, the following will occur:
• Employer will not be eligible for prior year rebates & incentives (2016 rating year)
• Employer will be removed from current year programs (2017 rating year)
To be eligible to participate for the next program year (2018 policy year), the true-up process for all years would have to be completed before the next program application deadline.

Q Will rebates / discounts be affected by failure to true-up?
A Yes. In addition to the eligibility issue detailed in the previous Q/A, the following will occur:
• Group Rating – policy’s experience will remain with the group, but the policy will be re-rated back to their individual experience rate.
• Deductible / Individual Retro – discount will be removed from the date of program removal; any claims that occurred up to removal of program will still be coded as a deductible/retro claim and employer will still be responsible for ongoing liability in those claims.
• Group Retro – the policy will be removed from the retro group (no claims or premiums will be included with the retro group for that rating year). Also for the past rating year, if the employer is entitled to a refund, it will be held in an escrow account for a certain time period and refunded if/when the employer does their true-up. If the employer fails to true-up during that time period, the money in escrow will just go back into the state fund (not redistributed to other members). The BWC is still determining how a group retro assessment will be handled.
• $15K Program – employer will be removed from $15K and will have to remain out of the program for a certain amount of time. That time still to be determined by BWC.

Q Are additional rebates available if we file electronically via the BWC e-account?
A Yes. By utilizing your e-account, eligible employers will qualify for a 1 percent premium rebate (up to $2,000 maximum).

Q Will employers be allowed to use the One Time Forgiveness (OTF) policy for a late true-up?
A Yes. As long as the true-up is done within 59 days of the deadline, employers can use OTF to get back into BWC programs. The OTF for all employers was reset as of 7/1/2015, so those that used OTF in the past would have one more opportunity to use it for either a new lapse or for a late true-up after 7/1/2015.

Q Can an employer appeal a late true-up to be eligible for program participation?
A Yes. However, good cause will need to be shown.

Q If a policy was cancelled after 7/1/2016, is a true-up needed?
A Yes. The policy is required to true-up payroll and pay any amount outstanding or receive a credit if overpaid immediately upon cancellation. The employer does not have to wait until the end of the policy year.