

# ARKANSAS WORKERS' COMPENSATION COMMISSION

## Self-Insurance Division

P. O. Box 950

Little Rock, Arkansas 72203-0950

### TO SELF-INSURER:

This form is for your convenience in reporting your payroll expended for the period stated for the year which has just ended. Will you please complete the Premium Tax Report forms, compute the premium at the rate given, and the premium tax to be paid thereon. After the report has been completed and signed, please return the original copy of the report with your remittance to the Commission at your earliest convenience. Your cancelled check will be your receipt. Questions should be directed to the Arkansas Workers' Compensation Commission Self-Insurance Division, (501) 682-2783.

### INSTRUCTIONS FOR COMPLETING THE PREMIUM TAX REPORT

#### I. Classification Codes and Descriptions

- A. Enter payrolls of employees by classification of operations as listed. If work was performed which is not described by the classifications shown, contact the Self-Insurance Division to obtain the proper class code, description and rate.
- B. **The payroll of any one employee shall not be divided between two or more classifications. The entire payroll of each employee shall be assigned to the classification representing the most serious hazard to which the employee is exposed for any part of the time.** The salaries of executive officers and sole proprietors shall be classified in the same manner under the classification which describes their respective duties. The salary of executive officers, partners and sole proprietors is subject to the exclusion rule as outlined by the National Council on Compensation Insurance (NCCI) regulations.
- C. **Clerical Office Employees** are only those employees whose duties are confined to keeping the books or records, or who are engaged wholly in office work where such books are kept, having no other duties of any nature elsewhere on the premises. Do not include time, stock or tally clerks, or store cashiers who handle merchandise or are otherwise exposed to the store hazards. If any clerical employee is exposed to any operative hazard of the business, his entire payroll shall be assigned to the highest rated classification of work to which he is exposed.

This classification shall be applied only to persons as herein described who are employed exclusively in separate buildings or on separate floors of buildings or in departments on such floors which are separated from all other work places of the employer by structural partitions and within which no work is performed other than clerical office duties as defined.

- D. **Salesmen, Collectors, or Messengers - Outside** are defined as those employees whose duties are away from the premises. This classification does not apply to any employee who handles or delivers merchandise. Such employees whose duties include delivery, even though they also may collect or solicit, shall be rated as Chauffeurs or under the governing class if it includes Drivers.
  - E. **Chauffeurs, Drivers, and their Helpers** are defined as those employees whose principal duties are performed upon or in connection with vehicles in such capacity, and shall also include incidental garage employees. Include also the payroll of salesmen and messengers who use motor vehicles for delivery of merchandise.
  - F. Miscellaneous employees payrolls, such as superintendents, watchmen, shipping and receiving clerks, maintenance or power plant employees, etc., which cannot be properly assigned to specific classifications, must be assigned to the governing classification which is the classification that describes your business and carries the largest amount of payroll.
- II. The "Number of Employees" should reflect either the number of employees for the last full pay period of the year or the average number of employees used to operate your business. Please **Do Not** report the total number of W-2s issued for the year.

#### III. Gross Payroll

This is the total amount earned (whether paid or due) by all employees, including pieceworkers, during the period shown on the Premium Tax Report form. Gross payroll shall include all salaries, wages, commissions, bonuses, allowances whether in cash, merchandise, store certificates, credit, board and lodging, or any other substitute for cash, before any deductions for Social Security, income tax, cafeteria plans, tax deferred programs, employee purchase, etc. Computation of **Overtime** is subject to the **Premium Portion** exclusion rule as indicated on the attached "Class Code Worksheet".