



TEXAS BUILDERS INSURANCE COMPANY

P.O. Box 164050
Austin, Texas 78716
(512) 708-0148 FAX: (512) 708-9486

(DIRECT BILL PAYROLL REPORTS)

Dear Policyholder:

Your policy has been placed on an interim-reporting basis. You are required to report your exposures (payroll) and submit a completed payroll report with payment to Texas Builders Insurance Company.

Below are instructions on how to fill out your payroll template. If after reviewing the below instructions you require further assistance, please do not hesitate to email Erica Heibel at ehibel@tbic.com or call at (512) 421-2644.

1. Before you begin, please print these instructions so you may follow along with the below steps.
2. Double click on the attachment with your company's name & policy# on it.
3. At the very bottom of the payroll report you will notice 11 monthly tabs or 3 quarterly tabs, depending on your reporting basis.
4. The month or quarter you will be reporting will always be for the previous month or previous quarter.
 - **EXAMPLE:** We're in the month of February. You will report your company's payroll for January (if reporting monthly). OR You will report your company's payroll for November-January (if reporting quarterly).
5. Click on the appropriate tab you will be reporting.
6. For the main class codes there will be 2 categories. One for regular employees & one for Sub-Contractors without certificates.
 - Please contact us for a revision if you have uninsured Sub-Contractors performing operations other than those described in this payroll report.
7. Click on the 1st red bolded square under the "GROSS PAYROLL (minus overtime)" column.
8. For this row, you will be reporting the **regular employees'** gross payroll WITHOUT overtime pay.
9. Press Tab on your keyboard or click on the 1st red bolded square under the "GROSS OVERTIME" column.
10. You will be reporting the **regular employees'** gross overtime pay only.
 - This report assumes you pay time and a half for overtime. Contact us for a revision if you pay overtime at a different rate. To find out what the deduction is for the overtime, please refer to your policy packet.
11. Press Tab on your keyboard or click on the 2nd red bolded square under the "GROSS PAYROLL (minus overtime)" column.
12. For this row, you will be reporting the **Sub-Contractors' without certificates** gross payroll WITHOUT overtime pay.
13. Press Tab on your keyboard or click on the 2nd red bolded square under the "GROSS OVERTIME" column.
14. You will be reporting the **Sub-Contractors' without certificates** gross overtime pay only.
 - This report assumes you pay time and a half for overtime. Contact us for a revision if you pay overtime at a different rate. To find out what the deduction is for the overtime, please refer to your policy packet.
15. Press Tab on your keyboard or click on the 3rd red bolded square under the "GROSS PAYROLL (minus overtime)" column and continue on as above for the remaining class codes with Sub-Contractor lines.
16. The class codes for clerical, executives, or salespersons should be reported as regular employees.

17. After completing the form, click on "File" at the top.
18. Click on "Print".
19. Under the "Number of Copies", select 2.
20. Click "OK".
21. One copy will be for your records.
22. The other copy will be filled in by hand of your payment option you selected, as well as it being dated & signed.
 - If you choose to pay by check, the 2nd copy of your payroll report will be mailed to Texas Builders Insurance Company along with a check **before the 15th of each month or quarter**.
 - If you choose to pay by EFT Withdrawal, the 2nd copy of your payroll report will be emailed or faxed to Texas Builders Insurance Company **before the 15th of each month or quarter**.
23. Please read & complete the payment option criteria before mailing.
24. On your computer, click "File" again.
25. Click "Exit".
26. A pop-up window will display on your screen that will ask you if you would like to save the changes.
27. Click "YES".
28. This will bring you back to the email with your template attachment.
29. Close out of this email.
30. A pop-up window will display on your screen that will ask you if you would like to save the changes.
31. Click "YES".

POSSIBLE ERRORS:

1. If you try to type in any other field but the red bolded squares, you will find that an error message will pop-up informing you that particular cell is protected. If this happens, simply click OK & click inside the red bolded square to continue.
2. If you do not have your "Num Lock" turned ON on your keyboard, you will find that no numbers will be typed in & your cursor might move to a different square. If this happens, simply click OK & press the "Num Lock" button on your keyboard to turn it ON & click inside the red bolded square to continue.

VERY IMPORTANT

- **DO NOT DELETE THIS EMAIL. YOU WILL RE-USE IT EACH MONTH OR QUARTER TO REPORT YOUR PAYROLL.** If you accidentally delete or lose the email, email Erica Heibel at eheibel@tbic.com or call at (512) 421-2644 to request another copy.
- **ALL payroll reports & payments are due at the remittance address by the due date.** If they are not received by the due date, the policy will be placed on Notice of Cancellation & you will have 10 days to send the payroll report & payment before the policy cancels.
- A **reminder notice** to pay your bill will be emailed on or around the 10th of each month or quarter. If you do not want your reminder emailed to you, please email Liza Fuentes at lfuentes@tbic.com or call at (512) 421-2600 to request the reminders to be faxed to your office.
- **If you do not have any payroll to report**, simply type in \$0 under each class code & fax or email it to Erica Heibel at (512) 421-2645. Texas Builders Insurance Company does not know you do not have any payroll unless you report such.