

SmartPay - Broker Check List

First:

Does Insured use one of the following SmartPay certified Payroll Vendors/Products?

- Advantage Payroll (CT)
- Agile (software)
- Begin & Associates
- Booth Payroll
- Business Solutions of Maine
- CheckWriters Payroll
- Common Sense Payroll
- Complete Payroll Solutions
- CompuPay (MidMarket/National Accounts)
- Data 2000
- Ed Lorah and Associates
- Ingenuity (software)
- Integrated Employer Solutions, LLC
- MTA Accounting
- PayChoice (software)
- Payright Payroll Affiliates, Inc.
- Payroll Management Inc.
- Payroll Northeast
- Payroll Resources
- True Payroll Integration
- Zuma Payroll Solutions

If Yes, then use the Payroll Vendor Reporting setup form.

If No, then use the Self-Reporting setup form.

Note: If insured's payroll vendor is not listed but is interested in participating in the Trust program, please provide the contact information for the payroll vendor and SmartPay will contact the vendor directly. The Self-Reporting option must be used until the vendor is approved by SmartPay.

Second:

Self-Reporting Insureds only:

- Make sure insured understands that they must assign the proper workers' compensation class codes to each employee prior to reporting payroll to SmartPay.
- Remember that the Trust caps payrolls at \$50,000 per employee, so be sure to determine whether the insured will, or will not, be limiting self-reported payrolls to reflect the \$50,000 cap when reached.

Finally:

All Insureds:

- Obtain a voided check from the bank account that will be debited by SmartPay.
- Collect the premium deposit check and mail check along with all completed forms to:

Workers' Compensation Trust Attn:
Nate Shippee, VP Sales & Mkt. P.O.
Box 5001
Wallingford, CT 06492

If you have any questions on how to complete either form please contact:

Deb Shalkey @ (203) 678-0114 or Janice Vergati @ (203) 678-0113.