

LOCAL GOVERNMENT LIABILITY POOL

INSTRUCTIONS FOR COMPLETING MEMBERSHIP AND RENEWAL APPLICATIONS

It is **important** that you follow these instructions carefully. Improper reporting may result in your contribution/assessment being too high or failure to report some exposures. We developed one generic application to apply to all types of entities, so some of the items may not apply to your entity. If an item does not apply to your entity, fill in "N/A".

DEDUCTIBLE: Please remember, you pay the deductible for each separate claim. You should budget funds each year to pay deductibles. You only pay a deductible if our office makes a claim payment. Defense costs (attorney fees, adjuster fees, etc.) are not part of the deductible. LGLP picks up these costs.

PAYROLL EXPENDITURES: We use total payroll to calculate your annual contribution assessment. Total payroll is based on your "**Employer's Quarterly Federal Tax Return - Form 941**" (or 943 or 944). There are four (4) quarters in a year, so you need to attach four (4) 941 forms, one for each quarter. You only need to provide the first page of Form 941. Submit your "**Employer's Quarterly Federal Tax Return**" for calendar year 2009.

COMPLETION OF APPLICATION BY LGLP STAFF: Entities may request LGLP staff to complete section 2 - payroll expenditures of the application. If you are unsure as to what payroll expenditures to report, you may complete the informational portion of the application and forward the application to us for completion of the payroll expenditure section. Our staff will need a copy of the entity's "**Employer's Quarterly Federal Tax Return - Form 941.**" (or 943/944) in order to complete the payroll expenditure section of the application.

QUESTIONS: If you have any questions regarding the application, please do not hesitate to give us a call - we are here to help you.

Call: LOCAL GOVERNMENT LIABILITY POOL (LGLP)
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Toll Free Phone Number: 1-888-433-1911
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