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LOCAL GOVERNMENT LIABILITY POOL

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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:

Entities pay the deductible for each separate claim. Your organization should budget funds each year to pay deductibles. Deductibles are required to be paid if our office makes a payment to the claimant. 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 either:

- **“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. **OR,**
- **Transmittal of Wage and Tax Statements - Form W3.**

Submit the **“Employer’s Quarterly Federal Tax Return”** for most recent completed calendar year.

If the organization does not have any payroll expenditures, fill in **‘o’ or N/A.**

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

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