



## MATIT Member Responsibilities: Deadlines to Report Information and Make Payments

The Minnesota Association of Townships Insurance Trust (MATIT) is a public entity, joint risk sharing pool. MATIT's mission is to "provide property, casualty, bond and workers' compensation coverage as well as risk management advice to Minnesota townships."

MATIT reimburses your township when it sustains a covered loss to its scheduled property, defends liability/casualty claims subject to the terms and conditions of the MATIT coverage document and provides workers' compensation coverage to your township employees who sustain work related injuries or illnesses.

Your township pays an annual contribution to MATIT for workers' compensation and consolidated liability coverage (CLC) which includes liability, property, automobile physical damage and liability coverage. The township's annual contribution is based on its unique exposures (i.e., types of vehicles; appraised value of its buildings, contents and misc. property; population, etc.).

**JANUARY** — The workers' compensation payroll audit process begins with an e-mail to your township clerk with a [LINK](#) to MATIT's workers' compensation payroll worksheet. Do **NOT SHARE** the e-mail with another township. The link provided is assigned specifically to your township. Your township will submit:

- ☐ The total payroll paid to employees during the past year by class code.
- ☐ Your township's W-3 **or** a payroll ledger if the township is not required to issue W-2s.
- ☐ Townships are no longer required to provide a contractor's certificate of insurance.

MATIT will send payroll audit information, using the U.S. mail, to those of you without internet access. Because MATIT staff are required to manually enter your mailed response into the system, the township will be charged an administrative fee of \$100.

Deadlines to submit your township's payroll information to MATIT:

- Paper reporting – January 31<sup>st</sup>
- ☐ Electronic reporting – February 15<sup>th</sup>



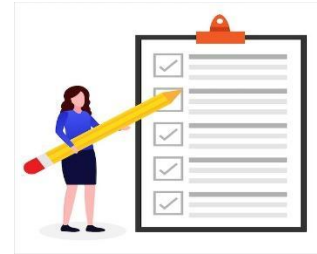
**Tip:** Ensure **ALL** workers' compensation payroll information is provided by the appropriate deadline to avoid a penalty.

**Trap #1:** Failing to submit your township's workers' compensation payroll information in a timely manner will result in a \$250 late fee.

**Trap #2:** Failing to submit any payroll information will result in MATIT increasing the township's previous year's payroll by 25% to calculate its workers' compensation contribution. This adjustment may significantly increase the amount of the invoice your township will receive in November.

**APRIL** – MATIT will provide your township an **ESTIMATE** of its Consolidated Liability Coverage (CLC) contribution for the next coverage year which begins on July 1<sup>st</sup>. The information you have on file with MATIT as of March 31<sup>st</sup> each year, will be used to calculate the township's estimated cost for CLC coverage for the next year.

- ❑ This is **NOT AN INVOICE. DO NOT SEND A PAYMENT TO MATIT.**



- ❑ Review the schedules that are provided with the estimate.

- ❑ Report changes (i.e., sold a vehicle, purchased

a new grader, remodeled the township hall, replaced computer equipment) to MATIT at [matit@mntownships.org](mailto:matit@mntownships.org)

- ❑ Deadline to report changes to MATIT is no later than May 15<sup>th</sup>.

**Tip:** Update the actual cash value of equipment listed on the schedule. MATIT will professionally appraise your township's buildings with a value greater than \$50,000 every five years and adjust your schedule. In the meantime, your township should consider that property and equipment depreciate over time.

**Trap:** Property and equipment that are **NOT** listed on the schedule are **NOT** covered in the event of a loss.

- ❑ Review the amount of the Clerk/Treasurer's Bond. As part of membership, your township is provided bond coverage in the amount of \$100,000 per loss. Additional coverage is available.

Using this updated information, MATIT will send your township's recalculated CLC annual contribution invoice along with other renewal information in June.

**JUNE** – For the next CLC coverage year, which begins on July 1<sup>st</sup> of the current year, MATIT will mail to your clerk:

- ❑ the MATIT CLC Coverage Document
- ❑ property by location, inland marine and vehicle schedules
- ❑ coverage document declaration pages
- ❑ vehicle identification I.D. cards
- ❑ CLC contribution Invoice

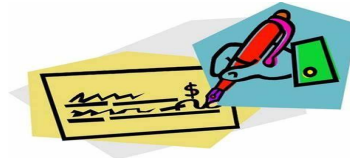
**AUGUST** — Your township's CLC contribution invoice must be paid to MATIT no later than August 15<sup>th</sup>.

**NOVEMBER** – For the next Workers' Compensation coverage year, which begins January 1<sup>st</sup>, MATIT will mail to the clerk (that is on file with MATIT) the following:

- ❑ Workers' Compensation Certificate for the new year.
- ❑ Workers' compensation contribution invoice (based on information provided the previous January). Payment is due. no later than January 1<sup>st</sup>.

**TIP:** Ensure timely payments to MATIT for CLC and workers' compensation coverage. Authorize your clerk to make these payments. Requiring board action can delay payment and result in a penalty particularly if they do not meet monthly.

**Tip:** Your clerk is MATIT's primary contact. Ensure that your township clerk's contact information is current. You can update your clerk's contact information at [www.MATIT.org](http://www.MATIT.org)



**Trap:** Pursuant to the Prompt Pay Statute (Minn. Statute 471.425) MATIT charges a fee for late payments.

**Trap:** Failure to make workers' compensation and CLC payments in a timely manner may result in cancellation of coverage.

**We're Happy to Help!** MATIT staff and MAT trainers are available to assist you. Contact us at:  
[matitinsurance@mntownships.org](mailto:matitinsurance@mntownships.org)