

Option Form for Seventh Bi-Weekly Payroll Payments

For Rating Purposes Only

Choose either the deletion method or the apportionment method, then provide the requested information in the appropriate columns.

Deletion Method

Seventh bi-weekly payroll payment of wages paid during a quarter to be deleted entirely from the quarter for the rating period.

Apportionment Method

The seventh bi-weekly payroll payment will be apportioned equally among the calendar quarters within the year in which it was paid.

(1) Enter the quarter ending dates for the rating period.	(2) List the total wages as reported on your quarterly contribution report for the quarter(s) listed in Column 1.	(3) For both methods, list the total reportable wages for the <u>seventh bi-weekly</u> payroll for each applicable quarter.	(4) Adjusted total quarterly wages after apportionment or deletion. <small style="text-align: center;">SHADED AREA FOR DEPARTMENTAL USE ONLY</small>

Account No: _____ **Account Name:** _____ **Date:** _____ **Contact Person:** _____ **Phone Number:** _____