

Emergency Option Form

For rating purposes only

Use this form to report decreases or increases in total wages for each quarter affected by government mandates such as: increases in wages due to providing essential services, layoffs, unpaid leave for mandatory or self-imposed quarantine. To determine the wages to report in number (3), you can use: the average of the past three years reported wages for the same quarter. If your staff is salaried, use what the salary would have been, or use any method that would give an accurate reflection of what the wages would have been for the quarter.

| (1) Quarter end | (2) Total quarterly wages as reported on your contribution report for quarters listed in Column (1) | (3) Total quarterly wages that would have been reported if there was no mandate | (4) Adjusted total quarterly wages <small>SHADED AREA FOR DEPARTMENTAL USE ONLY</small> |
|--------------------|---|---|--|
| March 31, 2020 | | | |
| June 30, 2020 | | | |
| September 30, 2020 | | | |
| December 31, 2020 | | | |

Explanation of how you arrived at the amount: _____

Account No: _____ **Account Name:** _____

Date: _____ **Contact Person:** _____ **Telephone Number:** _____

Email: _____