



The Beacon
Mutual Insurance Co.

Pay As You Go

Frequently Asked Questions

Beacon Mutual's Pay As You Go (PYG) program is administered by InsurePay, our secure portal at splitlimit.com.

1. *How do I sign up for participation in the Beacon Pay As You Go program?*

At policy inception, either the new business start date or the renewal effective date, you should contact your agent with your wish to participate in the Beacon Pay As You Go program. Your agent will complete the application or contact Beacon to modify the renewal.

You will need to provide your agent with "Contact Information" for the individuals who will be using the Beacon Pay As You Go program and submitting payroll, if self-reporting. This individual will also be the designated contact person in the event the Beacon Pay As You Go administrator has any questions.

The Payroll Contact will receive an email with instructions about self-registration into the PYG payment program.

2. *Can I opt into the Beacon Pay As You Go program midterm?*

No. This payment plan option is available only at the policy effective date. You will need to wait for the inception of your next renewal term.

3. *Is my policy eligible for the Beacon Pay As You Go payment plan?*

Probably. There are certain underwriting class code restrictions such as class codes that are not based upon payroll (per capita) and temporary employee agency and employee leasing company restrictions. Your agent will help you to determine eligibility.

4. *Will my Payroll Reporting Company automatically send my payroll information directly to Beacon?*

You may have your payroll company upload the files for you. You have the option to specify your payroll company during self-registration. If the payroll company is not included on our list, we will reach out to them upon your request to validate their interest in becoming a participating payroll company. Some payroll companies may charge you a fee to submit your payroll files directly to us. You should discuss charges and payment options with your payroll company. Please note, if you do not have a payroll for a reporting period, you or your payroll company are required to report zero payroll for the reporting period.

If your payroll company does not participate in full automation, they may be able to provide you with a payroll file that can be uploaded easily to Beacon Pay As You Go. The payroll file report would need to be reviewed by the Beacon Pay As You Go Administrator to make sure it meets the payroll company file report requirements.

5. *Who do I contact if I have a question when sending my payroll file?*

When you sign up for Beacon Pay As You Go, you will receive an email welcoming you and acknowledging your participation in the Beacon Pay As You Go program. The screens are designed to be intuitive, and if you are familiar with your employee payroll classifications and officer assignments, they will be easy to follow.

Upon entry to the Beacon Pay As You Go system a screen will display with a Beacon Pay As You Go contact person that you can reach out to if you require help. The person you have designated as the payroll contact can begin uploading payroll immediately.

InsurePay: (866) 353-0725 | Beaconpayasyougo@splitlimit.com

6. *What is a “Net Rate”?*

A “Net Rate” is used to calculate the premium charge. The “Net Rate” method takes into consideration all rating factors, including the expense constant, shown on the Policy Information Page and produces a Net Rate per \$100 of your payroll which allows a more accurate calculation of estimated premium per pay period. This rate will be used at initial policy issuance but will change if changes are made to the policy estimates. Furthermore, the estimated policy premium used to determine the Net Rate used at each payroll reporting period will be reconciled at the end of the policy period.

7. *How often will premiums be deducted by ACH from my bank account?*

Withdrawals will be made based on your payroll cycle (bi-weekly, semi-monthly, monthly, weekly). Payments to Beacon are made from InsurePay through ACH deductions from your bank account and will coincide with your payroll reporting schedule, usually weekly or bi-weekly. Funds will be deducted on the Friday following your payroll reporting.

You will receive an email notification prior to the ACH withdrawal from your bank account.

8. *How important are initial policy estimated premiums?*

Very important. It is important to keep the estimates as true as possible as the Net Rate is based upon these estimates. If estimates are not accurate, the Net Rate used may be either too high or too low, which will result in significant audit premium adjustments.

Beacon Mutual will not automatically adjust original policy estimates that were supplied to Beacon at the beginning of the policy term based upon payroll collected through the Beacon Pay As You Go program. If payroll reports collected varies significantly from original policy estimates, Beacon will contact your agent to contact you to make policy endorsements/adjustments. This is important so as not to incur a large premium audit adjustment at completion of the Pay As You Go policy term.

9. *Will Beacon Pay As You Go eliminate audits?*

No. Policies will continue to process through Beacon's audit guidelines and may receive a phone or physical audit. All others will receive an audit reconciliation, a truing up of reported payroll, which can result in small differences due to statistical reporting rules or rounding.

10. *How are changes made to the policy?*

All policy changes will continue to be made through your agent. Your agent should request that Beacon Mutual endorse the policy to reflect the requested change. This includes executive officer changes.

It is important to keep estimates and officer information as accurate as possible to avoid large premium reconciliations or premium audits at policy expiration.

11. *Will a DWC11 document to exclude Executive Officers need to be filed with the R.I. Department of Labor & Training office?*

Yes. Accurate officer inclusion and exclusion is very important to Beacon Mutual. If a properly executed DWC11 Form is not on file with RI DLT, Beacon Mutual will then deem the officer to be included for Workers' Compensation coverage and payroll will be collected (subject to the minimum/maximum payroll allocations). Policies with officers will be monitored to ensure compliance with proper documentation.

12. *How are the classifications of employees determined?*

Classifications of your employees should be reported to your independent insurance agent as soon as possible.

Your agent should continue to ensure that policy application and renewal information include proper class codes for the business operations. It is important you understand the rules surrounding executive officer inclusion and exclusion and the payrolls associated with each executive officer.

During the initial contact and set up on the Beacon Pay As You Go system, an Administrator will be available to ensure proper set up. The insured will be asked a series of questions that will aid in determination of class code and payroll assignment. We ask that you take advantage of the continued service of the Administrator.



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13. How are the classifications of executive officers and excluded individuals determined?

Executive Officers will be included or excluded based upon policy information and the evidence supplied by the DWC11. Form DWC11 must be filed with the RI DLT and supplied to Beacon. If form DWC11 is not supplied at time of policy issuance but subsequently submitted, changes will occur prospectively and reconciled at policy expiration.

NCCI executive officer minimum and maximum payrolls will be charged.

A multi class code policy will assign the officer(s) to class code 8810. A single class code policy will assign the officer(s) to that single class code on the policy. Upon set up and subsequent to your first payroll report, the officer information should be reviewed in Beacon Pay As You Go. If changes to the officer assignments are required, you should contact your agent as changes to your policy must be initiated by your agent. Excluded individuals require form DWC11R to be filed with the RI DLT and supplied to Beacon. Absent this documentation all individuals will be included. Adjustment to the included/excluded rules will take place on a go forward basis only.

14. Can a policy be cancelled for non-payment of premium?

Yes. Failure to report payroll or provide adequate payment will result in a cancellation for nonpayment of premium.

During initial policy set up you will be contacted by Beacon's Pay As You Go Administrator who will help to set up your account. If initial setup is not completed by the insured, the agent will be contacted. If set up is not completed within 7 days of the effective date, the policy will be removed from the Pay As You Go program and will be direct billed.

15. Can a policyholder be removed from the Beacon Pay As You Go program?

Yes. You may be converted to a traditional payment plan, for the following reasons:

- Failure to complete the Beacon Pay As You Go enrollment process.
- Failure to report payroll or provide adequate payment will result in cancellation for nonpayment of premium.

16. Will a policyholder be able to leave Beacon Pay As You Go midterm?

Yes. A midterm change will be made to remove the policyholder from the Beacon Pay As You Go program and the policy endorsed to a Beacon Direct Bill pay plan. Payments received to date will be applied to the new pay plan and the balance will be billed directly to the policyholder.

17. Can I call Beacon Mutual if I have any issues?

For changes to your policy, we may suggest that you reach out to your agent who manages your policy information.

For uploading your payroll in the Pay As You Go program, InsurePay will best be able to direct you in their secure online portal by calling 866-353-0725.

As always, you can contact Beacon Mutual with any questions at 401-825-2667 or toll free at 888-886-4450.



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