

WORKERS' COMPENSATION PAID STAFF AUDIT INSTRUCTIONS

PLEASE READ ALL OF THESE INSTRUCTIONS PRIOR TO COMPLETING THE AUDIT FORMS:

1. Please print as many copies of the audit form as necessary since the maximum number of employees to be listed on each page is three.
2. Fill in the information for all paid employees within the applicable quarter, listing each individually. Do not list the same person three times on the page or two times in one box.
3. Please check off the appropriate job description for each person. If the job description is not listed, please select "other" and provide a description. If a person has multiple duties, check off all job duties that are applicable.
4. Separate salary and housing allowance amounts, and provide the grand total on the bottom of the first sheet. The amount of salary and/or housing reported on the audit form should be the gross amount received for the quarter only. DO NOT list a weekly, monthly or annual amount on the form.
5. The person preparing the audit form must also include his or her name and a contact phone number in the event that additional information is needed by the auditor.
6. If employees work for both the church and school, please divide the earnings accordingly and list the employees on both the church's and school's audit forms.
7. Do not include on this form any person whose income is reported on Form 1099. These persons, if listed on the audit form, will be removed.
8. For the quarter in which no one in the church receives a salary or a housing allowance, please fill out the paid staff form with \$0.00.
9. All salary amounts must total the figure listed on line 2 on the quarterly IRS 941 form. Please include a copy of the IRS 941 with the audit form. Do not include a quarterly state tax form in lieu of the IRS Form 941. Do include payroll service paperwork with payroll totals if a copy of the IRS 941 is not provided by the payroll service.
10. If line 2 on the IRS Form 941 does not match due to retirement contributions or other pre-tax issues, please provide a written explanation. If the church files an annual IRS 944, please write that on the audit form and include with the Oct-Dec Quarter.
11. The deadline for submission of the audit form, together with IRS Form 941, is ten days after the end of the quarter, *e.g., July 10 for April 1—June 30 quarter.*
12. If the church or school uses a payroll service, the "Payroll Service Information" form must be filled out and returned along with the April-June quarter audit form. If you are a new church the blue, Payroll Service Information, form is included in your notebook. If you are not new and need this form, please call 888-635-4234, ext.4437.
13. If the church or school would prefer to send the information on a prepared spreadsheet, please call FFS Insurance Services at 888-635-4234, ext. 4437, for specific instructions (or see the "Frequently Asked Questions" page).
14. Faxed or emailed audit forms are acceptable. You may email, fax or mail in the forms.

WORKERS' COMPENSATION FREQUENTLY ASKED QUESTIONS

My church does not have employees. I am the only person on staff, and I do not receive a salary. What should I do.

If you are paid a salary or housing allowance fill out the audit form for paid staff only. If you are no longer paid please complete the paid staff form with \$0.00.

Are any volunteers covered?

No.

I would like to send our audit in spreadsheet form. Am I able to do this?

You may send in a spreadsheet, but the Foursquare Insurance Services Department's audit form must be used as a cover sheet completing the necessary information at the top and bottom. The spreadsheet must include names of employees, job descriptions for each employee, and salary and/or housing amount for the quarter. Please separate the totaled salaries and housing at the bottom of each column; if pre-tax or retirement funds are taken out, the amounts must be listed on a separate column.

May I fax the audit form and IRS-941 rather than mail it in?

Yes. Fax it to (213) 989-4531 or you may email it to insurance@foursquare.org.

We currently have an interim pastor that receives a 1099. Do we include them on the audit form?

No. Anyone who is paid with a 1099 is considered an "independent contractor." He or she is responsible for his or her own insurance.

We have a payroll service and do not receive a copy of the IRS-941. What do we do?

Send a copy of the payroll service Wage and Tax Register, which includes the gross earnings for the quarter.

We received a letter to send an IRS-944 instead of an IRS-941. Do we send a copy of a 941 anyway?

Please send us a copy of the letter of notification and make note on the audit form of this change and please send a copy of the IRS 944 annually.

**Additional audit forms are available at: www.foursquare.org/insurance.
Scroll down to Workers Compensation.**