Option Form for Seventh Bi-Weekly Payroll Payments

For Rating Purposes Only

Choose either the deletion method or the apportion 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.

❑ **Apportion Method**
The seventh bi-weekly payroll payment will be apportioned equally among the calendar quarters within the year in 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 **seventh bi-weekly** payroll for each applicable quarter.	(4) Adjusted total quarterly wages after apportionment or deletion. SHADED AREA FOR DEPARTMENTAL USE ONLY

Account No.: _____ Account name: _____ Date: _____

Contact person: _____ **Phone:** _____ **Email:** _____