

# Online Submission Instructions for the

## WORKERS' COMPENSATION ANNUAL PAYROLL REPORT (01/05/2020-01/04/2021)

**EVERY PTA MUST FILL OUT THIS REPORT EVEN IF NO ONE WAS PAID**

**Please note:** this online submission form is available in Spanish and English.

Para la version en espanol, hada clic aqui:

A copy of your bylaws will be useful when filling out this form.

Fields marked with an "\*" are required fields and the system will not submit the form if any of these fields are blank.

The policy term is January 5, 2020 – January 4, 2021.

Payments for the insurance surcharge, if any, are due by January 31<sup>st</sup>, 2021.



EVERY UNIT, COUNCIL, AND DISTRICT PTA MUST COMPLETE  
AND RETURN THIS FORM EVEN IF NO ONE WAS PAID



PTA Name

This information can be found on the front cover of your bylaws.

(As Shown in Bylaws)

School Address\*

City\*

Zip\*

School District

This is the name of the school district your school is located in.

PTA District

Number is located on the cover page of your bylaws.

Please Select One

Email\*

Please use the email address for the person filling out the form. A copy of this completed form will be emailed to this address.

CAPTA ID #

Number is located on the cover page of your bylaws.

Federal EIN #

Located in your bylaws, towards the end, just before the signature page

Is This An Amended Form?

If you filed this form once, and then needed to make changes, the new form would be an amended form.

No

Yes

If this is an amended form, all data including the complete list of payees for January 5, 2020, through January 4, 2021 must be re-entered.

### **Every Unit, Council, and District PTA Must Complete and Return This Form Even If No One Was Paid**

This report form must be completed no later than January 31.

- ◆ Unit, council, and district PTAs are required to file this form, **even if no one was paid.**
- ◆ Report ALL payees PTA paid directly for services – attach additional Payroll Report detail pages(s) as necessary.
- ◆ Signed by treasurer or president.
- ◆ See California State PTA Toolkit, “Workers’ Compensation Annual Report,” for more information.
- ◆ **No surcharge is due as long as total payments to all payees not carrying their own workers’ compensation coverage is equal to or less than \$1,000.**

## Payees Paid\*

This question is very important. If you are uncertain which box to check, please read the information below "Who should you list on this form?"

NO ONE PAID

I Have Payments To Report

Please Note: List only those payees that PTA pays directly for services. Do NOT list payees when monies are donated to a school district to pay workers.

### Who should you list on this form?

Any individuals or companies paid directly by PTA **for services**, including employees and independent contractors, are considered to be hired by the PTA and must be listed on this form. You must list the name of the individual worker, type of work performed, dates worked, amount paid, and whether this person has his/her own Workers' Compensation insurance on the Workers' Compensation Annual Payroll Report. If the PTA does not pay the worker directly but donates the money to the school, do not list the worker.

You must be specific about what type of work is performed. Some examples:

- Babysitters must be listed on this form when paid by the PTA
- Off-duty policemen hired by PTA, with payment made by the PTA directly to the officer, must be listed on this form.
- Individuals such as technology aides paid by a school district or other employer are NOT considered to be hired by the PTA and are not listed on this form.
- Individuals such as technology aides paid by a PTA as independent contractors ARE considered to be hired by the PTA and ARE listed on this form.
- Individuals paid by the PTA and the PTA has filed any employment report ARE considered to be hired by the PTA and ARE listed on this form.
- Payments to police departments or security agencies for security personnel are not included, if the persons were salaried by the department or agency during the period of service to the PTA

[Save and Resume Later](#)

This is a great feature. If you have started the form and then realize you need additional information

What happens once you submit the form?

You will receive an email at the email address you entered on the form. Please print a copy for the treasurer's files as well as upload a copy to myPTEZ. A link will be included in the email you receive.