NYSIF
New York State Insurance Fund

NYSIF PAYROLL REPORTING

Workers' Comp Payroll Reporting

Most policies are audited by a NYSIF auditor. In certain cases, a policyholder may submit an underwriting payroll verification instead of an actual audit. A policyholder who receives a payroll verification notification letter should be sure to follow the instructions on the letter to access the form and complete and return it to NYSIF within 30 days.

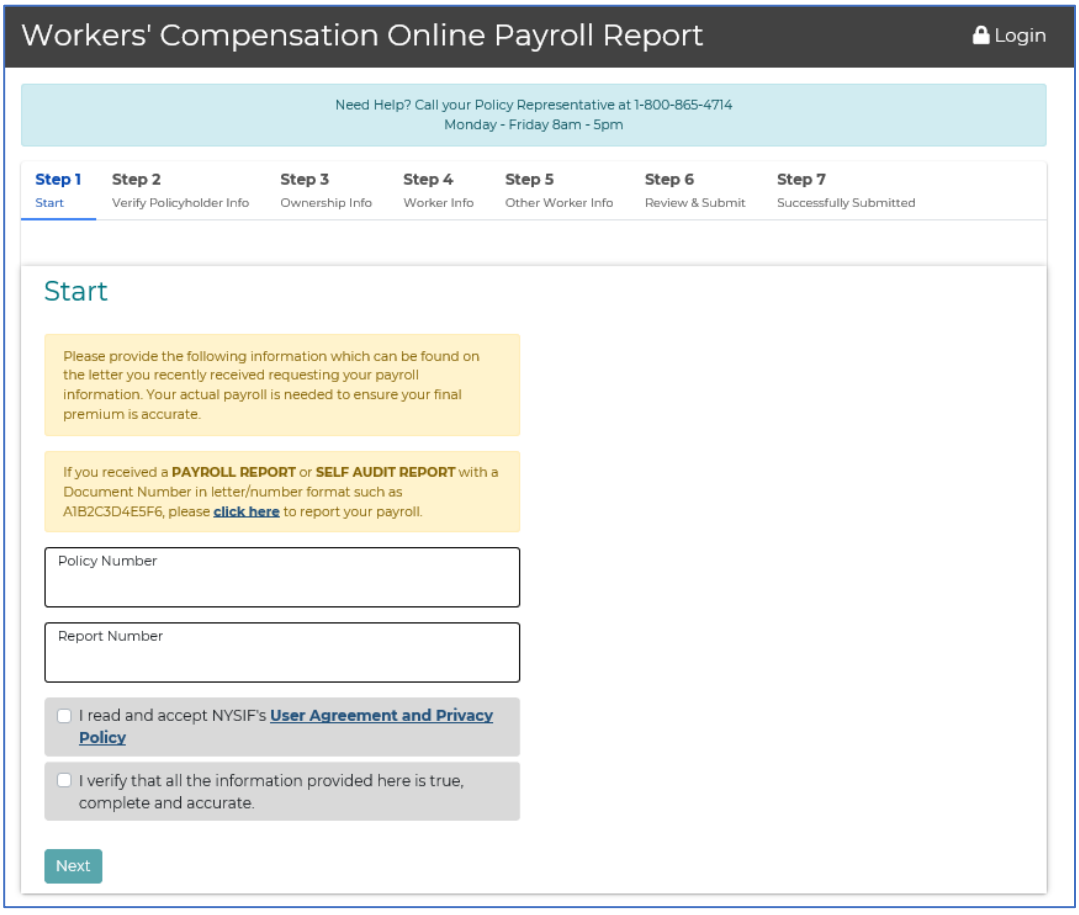
NYSIF reserves the right to perform an actual audit to verify the data submitted by the employer.

Eligible policyholders can submit a payroll report online at https://www.nysif.com/wcpayroll/. Follow the instructions below. If you are unable to verify your payroll online, you may obtain a paper form at **nysif.com/verifyprint**.

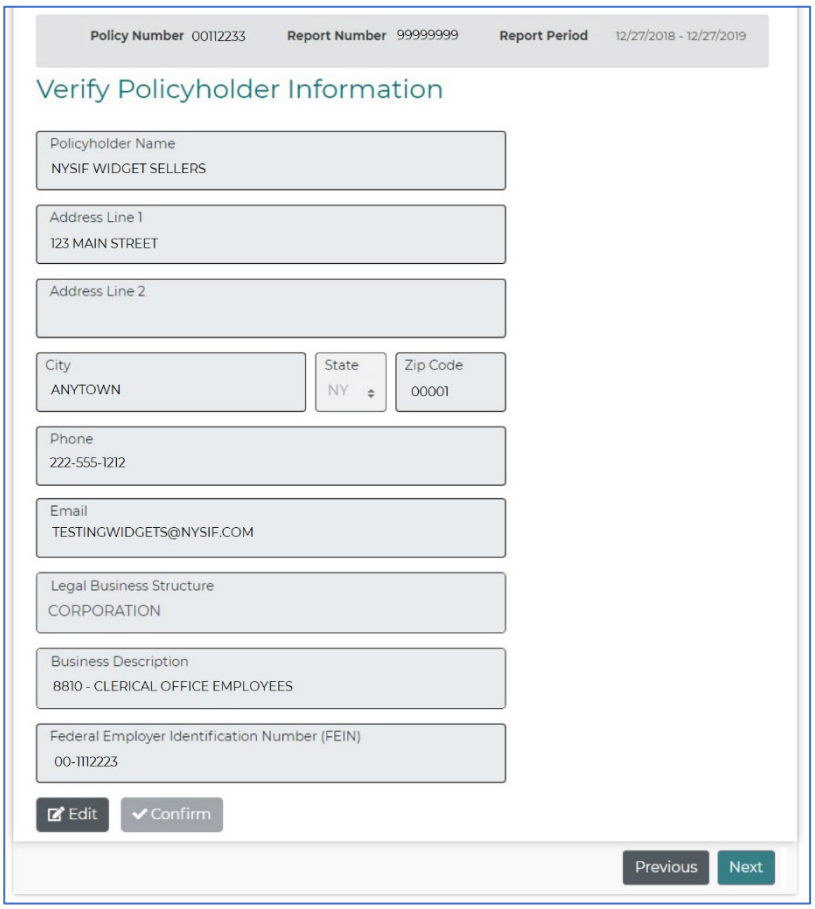
To submit a Payroll Report or Self-Audit Report with a Document Number in letter/number format such as A1B2C3D4E5F6, please email the fully completed form to your policy rep or mail it to NYSIF; PO Box 66699; Albany, NY 12206

STEP 1. Enter the policy number and the report number from your paper payroll report.

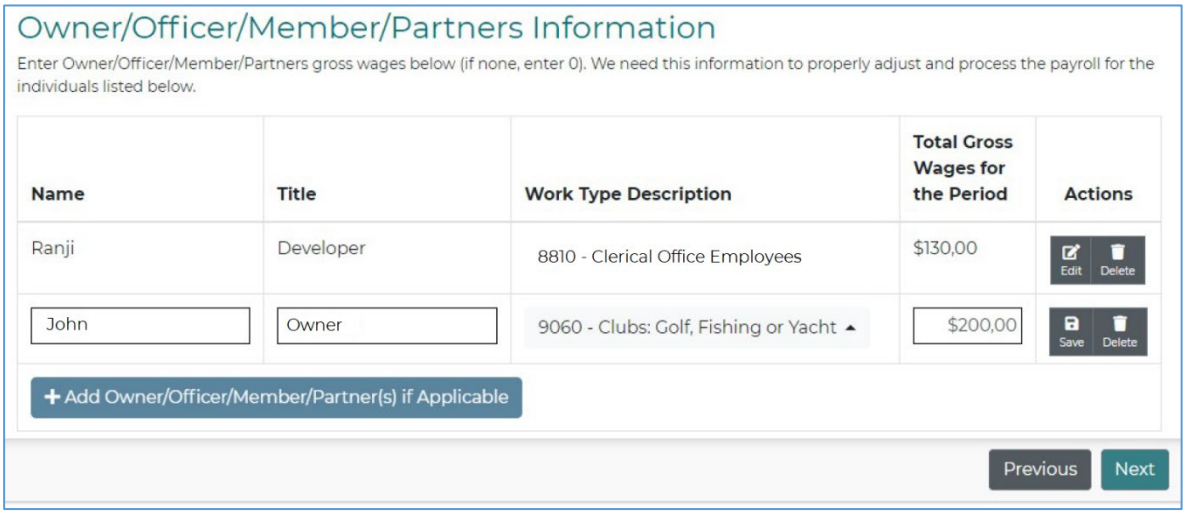
Click NEXT.



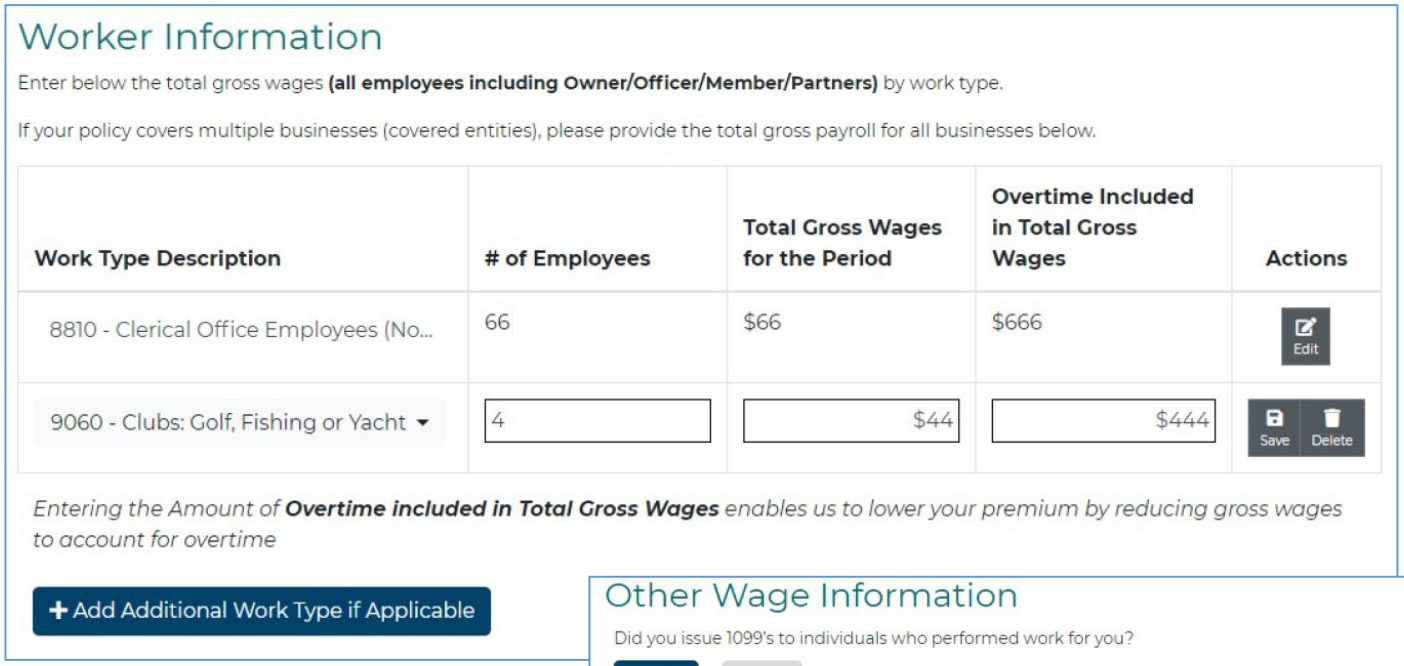
STEP 2. Confirm (or edit, if necessary) your business information. Click NEXT.



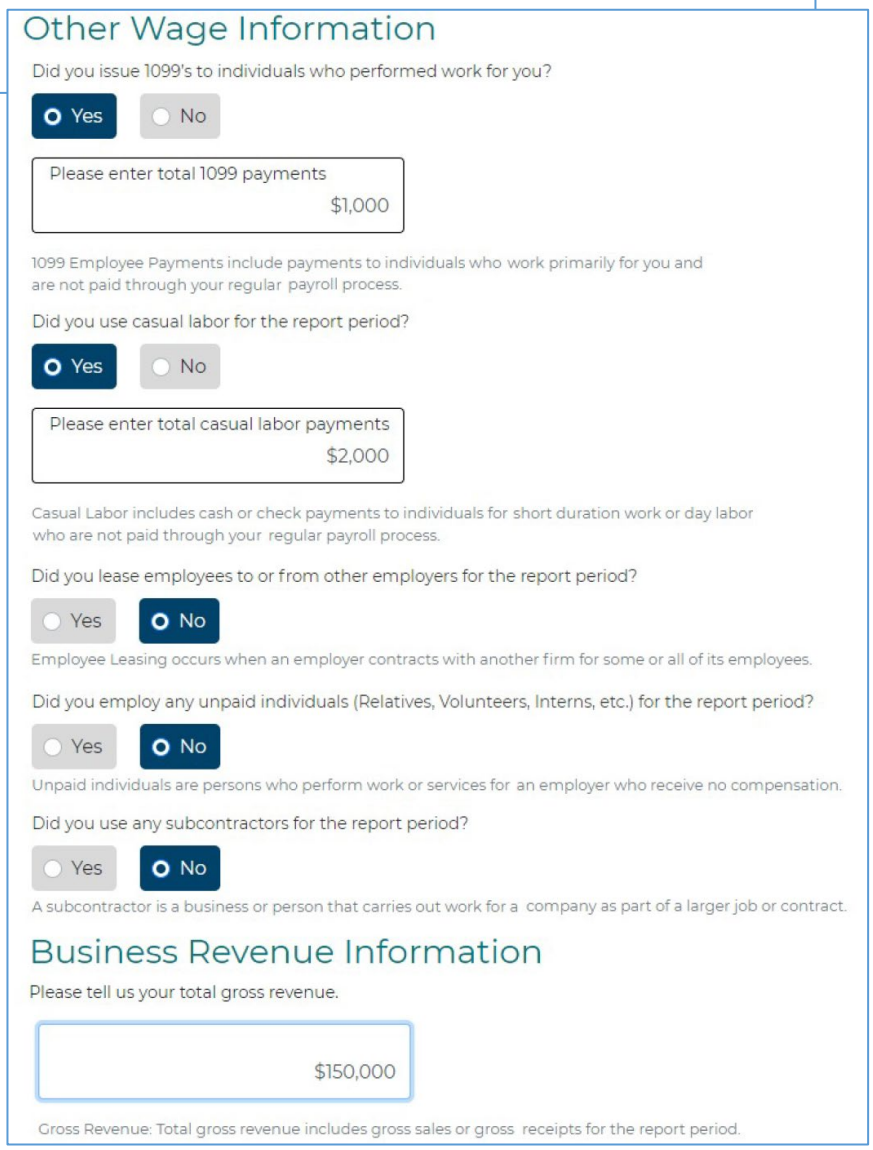
STEP 3. Enter Ownership information. Click NEXT.



STEP 4. Enter Worker Information. (Depending on your Class Code, this screen could display slightly differently.) **Click NEXT.**



STEP 5. Enter any additional wage information, if applicable. Click NEXT.



STEP 6. Review and Submit. Review all information carefully.

Summary

Employer Information

Policyholder Name	NYSIF WIDGET SELLERS	**Legal Business Structure**	CORPORATION
Policyholder Address	123 MAIN STREET	**FEIN**	00-1112223
City	ANYTOWN	**Business Description**	8810 - CLERICAL
State	NEW YORK	**Total Gross Revenue**	$150,000
Zip Code	00001		
Phone	222-555-1212		
Email	TESTINGWIDGETS@NYSIF.COM		

Owner/Officer/Member/Partners gross wages

Name	Title	Work Type Description	Total Gross Wages for the Period
Ranji	Developer	8840 - Religious House of Worship: Professional Employees	$200
John	Owner	9060 - Clubs: Golf, Fishing or Yacht	$30

Total Gross Wages (all employees including Owner/Officer/Member/Partners) by work type

Work Type Description	Number of Employees	Total Gross Wages for the Period	Overtime Included in Total Gross Wages
8810 - Clerical Office Employees (Not Otherwise Classified)	66	$6,006	$666
9060 - Clubs: Golf, Fishing or Yacht	4	$4,004	$404

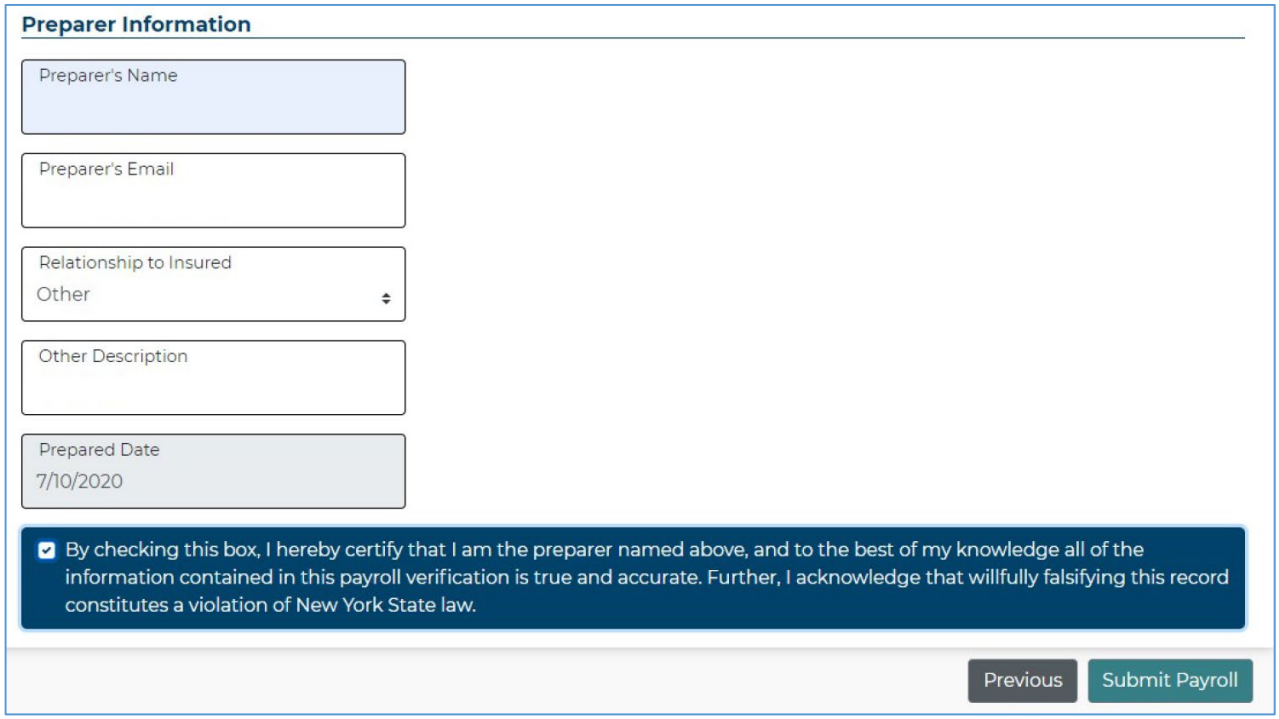
Other Wage Information

Did you have 1099 employees for the period?	Yes
1099 Payments	$1,000
Did you use casual labor for the period?	Yes
Casual Labor Payments	$2,000
Did you lease employees to or from other employers?	No
Did you employ any unpaid individuals (Relatives, Volunteers, Interns, etc.)?	No
Did you utilize any subcontractors for the period?	No

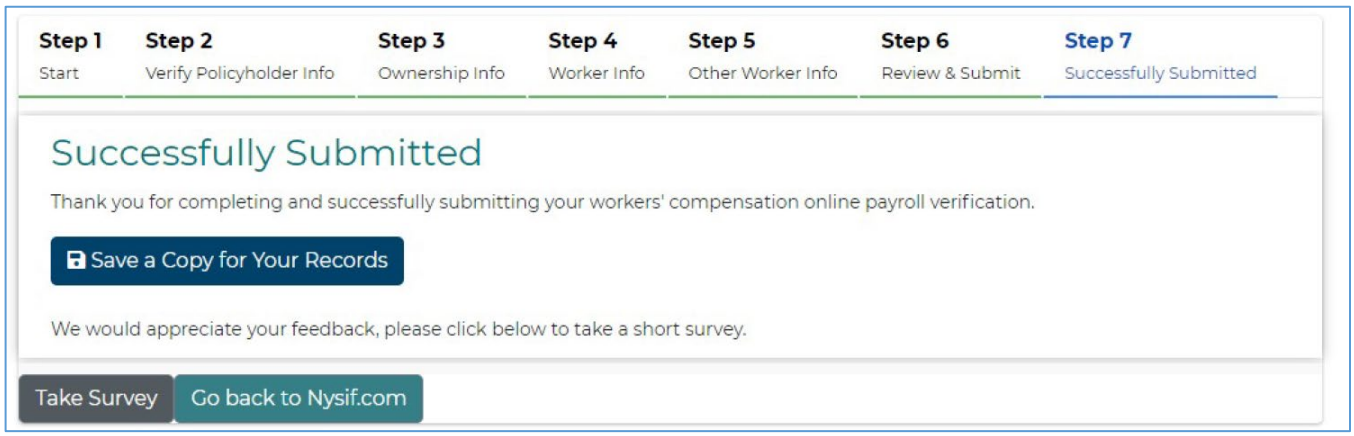
Chargeable Payroll Summary

Work Type Description	Total Amount of Gross Wages	Overtime Adj	Owner / Partner / Member / Officer Adj	1099 Payments	Casual Labor Payments	Chargeable Payroll
8810 - CLERICAL OFFICE EMPLOYEES -U	$6,006	-$222	$0	$0	$0	$5,784
9060 - CLUBS-COUNTRY, GOLF, FISHING&CLER-U	$4,004	-$135	$37,670	$0	$0	$41,539
Total Gross Wages	$10,010					

Complete the "Preparer" information at the bottom of the page. Click SUBMIT PAYROLL.



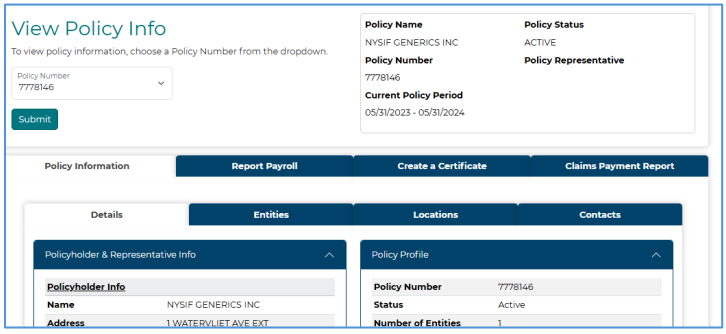
STEP 7. Confirmation.



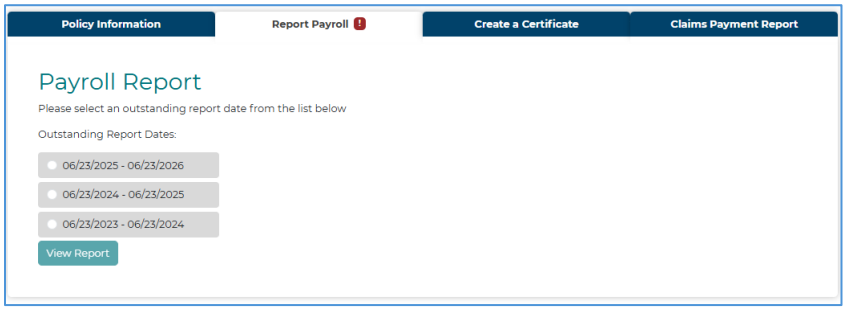
Report Disability Benefits/PFL Payroll

Below is guidance on completing the Disability Benefits/Paid Family Leave Payroll Report on NYSIF's website. If you've received the paper or PDF version of the report and wish to complete that instead, instructions can be found on the reverse side of that form.

STEP 1. Sign into the online account for your NYSIF Disability Benefits policy.

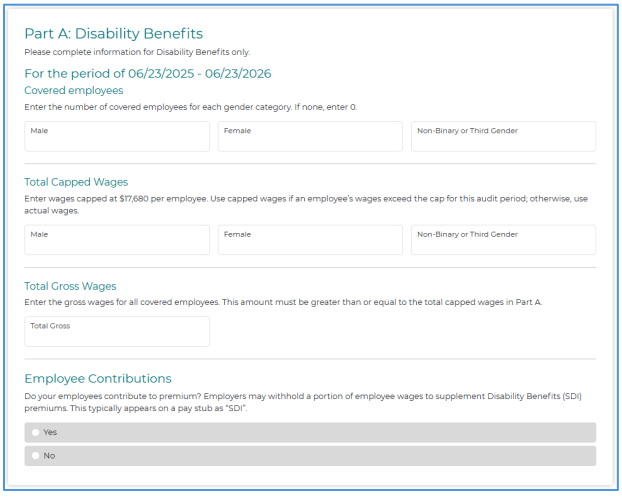


STEP 2. Click on the Report Payroll tab. (If you have payroll reports due, the tab will include a red exclamation point.)

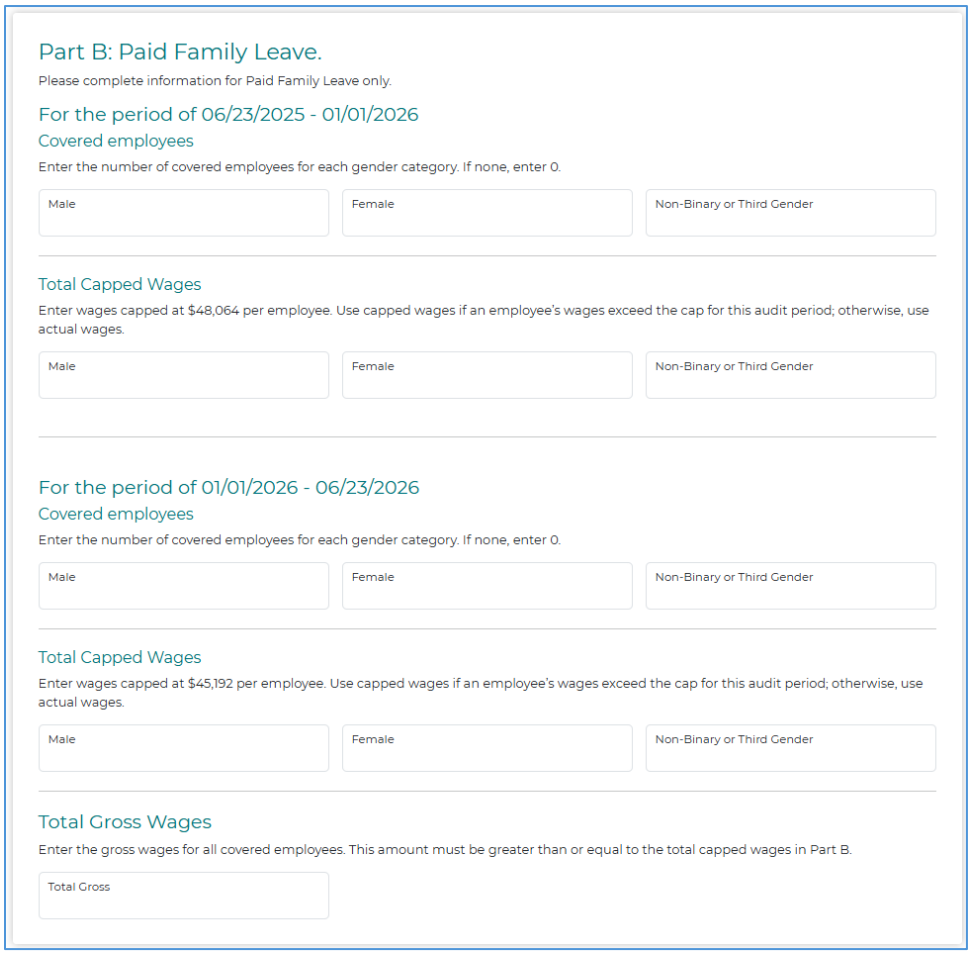


STEP 3. Click the checkbox by the payroll report you wish to complete and click View Report.

STEP 4. Enter your payroll information for Disability Benefits. Only include payroll information for employees who work in New York State.



STEP 5. Enter your payroll information for Paid Family Leave. Only include payroll for employees who work in New York State.



STEP 6. Enter your Preparer information, click the certification checkbox and press Submit.

