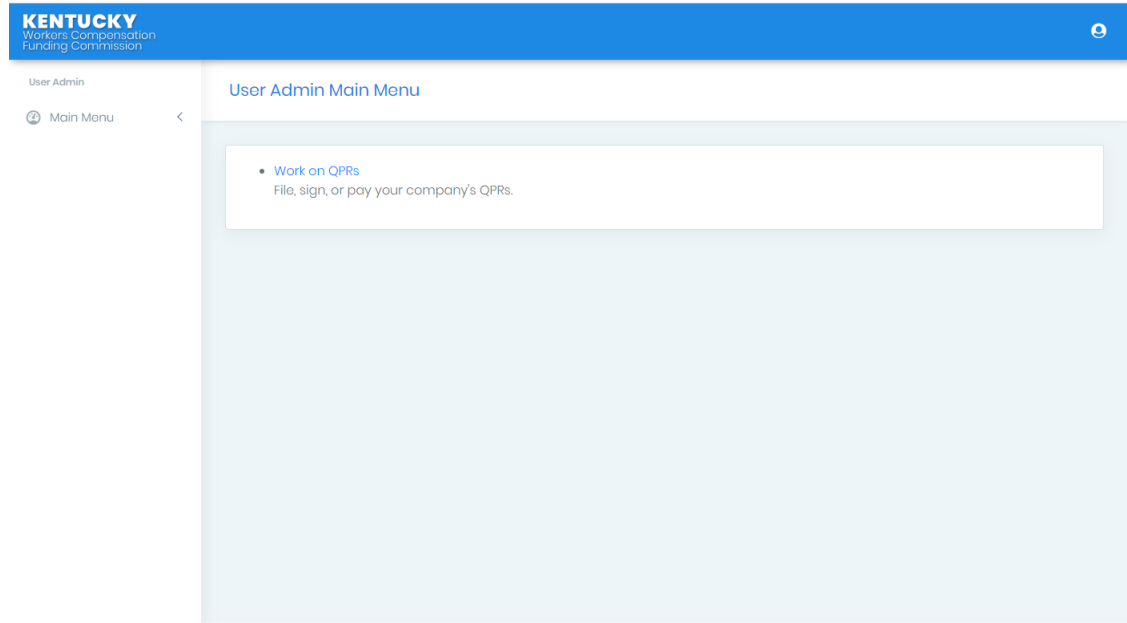
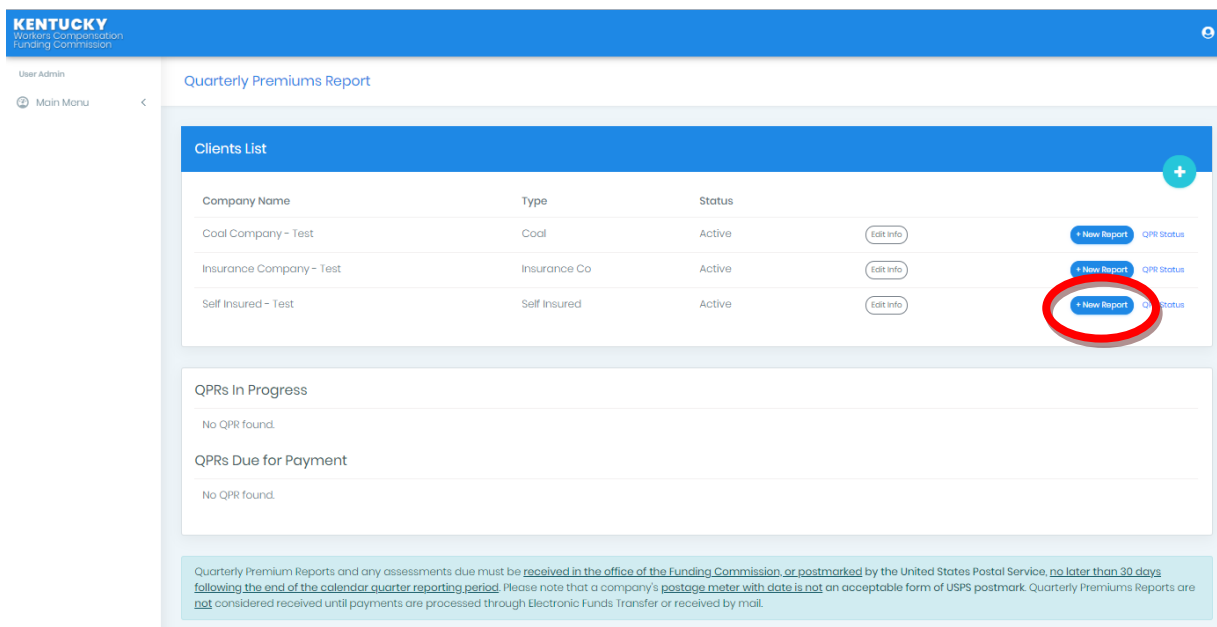


## FILING SELF INSURED QUARTERLY ASSESSMENT REPORTS

1. Go to **kwcfc.ky.gov** and click on the E-File/E-Pay button in the middle of the screen.
2. Enter your user name and password or choose **REGISTER HERE** below. If you have an account but cannot remember your login name and/or password, click "**FORGOT YOUR PASSWORD?**" to answer security questions.
1. Upon entering the site, you will have the ability to enter a QPR. Click in the top left corner on the Kentucky Workers Compensation Funding Commission name to return to a main menu. This option is also available from the menu on the left hand side of the screen. To begin, select **WORK ON QPRS**.



1. Under Client List the company you added when creating your username will be listed, select **+New Report** to begin filing for your desired company.



**KRS 342.122(2)(b)** Beginning on January 1, 2020, all assessments shall be electronically remitted to the funding commission quarterly not later than the thirtieth day of the month following the end of the quarter in which the premium is received. Receipt shall be considered timely when filed and remitted using the appropriate electronic pay system as prescribed by the funding commission. Employers carrying their own risk and employers defined in KRS 342.630(2) shall pay the annual assessments in four (4) equal quarterly installments.

**NOTICE:** Quarterly Premium Reports and any assessments due must be received in the office of the Funding Commission, or postmarked by the United States Postal Service, no later than 30 days following the end of the calendar quarter reporting period. Please note that a company's postage meter with date is not an acceptable form of USPS postmark. Quarterly Premiums Reports are not considered received until payments are processed through Electronic Funds Transfer or received by mail.

3. Chose Filing Type and specify Quarter information. Enter Simulated Premium and assessment will be automatically calculated according to rate.
4. Complete Perjury Statement section.
5. Choose **SUBMIT AND PAY** to complete filing or **CREATE AND SAVE** for the option of returning to report for editing information or paying later. Saved reports will be found under QPR's in Progress on the Home Screen.

**\*\*Reports can be edited prior to payment being submitted but once payment is submitted you must complete an Amended report\*\***

KENTUCKY  
Workers Compensation  
Funding Commission

User Admin

Main Menu

### Individual Self-Insurer Quarterly Premiums Report

Self Insured - TestName of Company

Filing Type

Filing type

☒ Original Filing

☐ Amended Filing

Quarter

Reporting Year: 2018

Reporting Quarter: 4th Quarter

No QPR has been filed for this quarter. Your filing type should now be selected as "Original Filing"

All employers special fund assessments

To add or edit total annual premium, enter the amount and click "Add" button.

Total annual calculated premium: \$123,456,789.00

Rate: 4.30 %

Additional Assessment - Severance or Processing of Coal

Do you have severance or processing of coal?

☐ Yes

☒ No

KENTUCKY  
Workers Compensation  
Funding Commission

User Admin

Main Menu

Total annual calculated premium: \$123,456,789.00

Rate: 4.30 %

Additional Assessment - Severance or Processing of Coal

Do you have severance or processing of coal?

☐ Yes

☒ No

Adjustments

Do you have an adjustment from a previous report?

☐ Yes

☒ No

Perjury Statement

The undersigned certifies that this return has been examined and is, to the best of the undersigned's knowledge and belief, a true, correct and complete report.

Authorized Representative

Title

Date

MM/DD/YYYY

Please make sure everything is correct before proceeding

**Submit and Pay** **Create and Save**

Self Insured - TestName of Company

Filing Type

Filing type

☒ Original Filing
 ☐ Amended Filing

Quarter

Reporting Year

2018

No QPR has been filed for this quarter. Your filing is:

Total All Employers Assessment

\$1,327,160.48

Total Coal Additional Assessment

\$0.00

Adjustment From Previous Report

\$0.00

TOTAL AMOUNT DUE

\$1,327,160.48

Continue

Cancel

All employers special fund assessment

To add or edit total annual premium, enter the amount and click "Add" button.

Total annual calculated premium

\$123,456,789.00

Rate: 4.30 %

Additional Assessment - Severance or Processing of Coal

Do you have severance or processing of coal?

☐ Yes
 ☒ No

Adjustments

Do you have an adjustment from a previous report?

☐ Yes
 ☒ No

- Select Continue to go to next screen to enter payment information. You will be required to enter banking information each time as payments are remitted by using **ELECTRONIC FUNDS TRANSFER**.

Click **CONTINUE** to confirm payment information and receive confirmation number.

## Thank you!

Please print for your records.

### QPR Summary

Company Name	Quarter	Filing Type	QPR Type	View Report	Amount Due
Self Insured - Test	2018-4	Original	Self Insured	<a href="#">PDF</a> <a href="#">XLS</a>	\$1,327,160.48
TOTAL AMOUNT DUE					\$1,327,160.48

### Confirmation

Account Name	Estee Jackson
Account Last 4 Digits	6637
Confirmation Number	42959630
Receipt Date	8/14/2019
Total	\$1,327,160.48

- Choose **PDF or XLS under View Report** to Save/Print a copy of the report for your records.