

COMMONWEALTH OF VIRGINIA
WORKERS' COMPENSATION COMMISSION
 333 E. FRANKLIN ST., RICHMOND, VIRGINIA 23219 ATTN: CHIEF FINANCIAL OFFICER

Annual Report of Self-Insurer's Payroll by City, Town or County School Boards

Year Ended December 31, _____

Employer _____ # _____

Pursuant to the provisions of Section 65.2-1006 of the Workers' Compensation Act, **this report must be prepared upon a calendar year basis and filed with the Workers' Compensation Commission by March 15th.** SEE INSTRUCTIONS ON THE BACK.

CLASSIFICATION OF OPERATIONS: (The blank spaces are to be used in reporting payroll not specifically classified below.)	CLASS CODES	Total payroll for Twelve Mos. Ending December 31, _____
Transportation of Pupils including repair of vehicles	7380	\$
All professional and clerical employees	8868	
All other than professional, clerical & transportation employees	9101	
Other Classifications		
TOTAL		

Signed this day _____ by _____
Date *Signature of Representative and Title*

of _____
Name and Address of School Board *Fed. Tax ID#*

This day _____ personally appeared before me, acknowledged their signature, and made oath that the foregoing report is correct.
 Given under my hand and seal this _____ day of _____, _____.

 My commission expires _____

SEAL

FORM 26B INSTRUCTIONS

Type or print, on the form, all required information.

Year ended December 31, ____ - enter the calendar year being reported.

Employer - enter the name of the school board.

- enter the 5-digit employer number assigned by the Va. Workers' Compensation Commission. (See mailing label for number.)

Classification of Operations - (Classification listings have been condensed. Please enter the total payroll for each classification code.) All salaries and wages paid or due officials and employees for the calendar year, together with other remuneration, if any, must be reported including amounts paid temporary and part-time employees despite the type of work done. Salaries and wages paid because of the operating of vacation and night schools must be included. The extra remuneration paid for overtime may be deducted; e.g., if time and a half is paid for overtime, the half may be deducted.

- **Transportation of pupils** - includes bus drivers, helpers and anyone involved in maintaining the vehicles.
- **Professional and clerical employees** - includes teachers, administrators, guidance counselors, librarians and their professional assistants, therapists, nurses and athletic coaches.
- **Other than professional, clerical & transportation employees** - includes employees engaged in the care, custody and maintenance of buildings, grounds and equipment, nonprofessional employees of libraries, and all non-clerical cafeteria employees.
- **New construction work and alterations** - done by employees of the School Board must be reported under the various construction classifications applicable such as masonry, plumbing, sheet metal work, etc. In reporting this payroll, if any, the blank spaces may be used for this purpose. Include a brief description of the type of work done. Enter the appropriate NCCI classification code for each type of work.

Total Payroll for ... - Enter the calendar year being reported. (If reporting for a period other than a full calendar year please indicate on the form.) List the total payroll, on the corresponding line, for each classification reported.

Total - Enter the total payroll for the school board operations.

Notarization - All reports must be notarized and the employer's Federal Identification Number given.

Please enter the name and telephone number of the person to contact if we have any questions regarding this report. Please print.

Name of Contact

Telephone Number