



## DIocese OF OGDENSBURG

### *Insurance Claims and Risk Management Office* Claims Service Representative

604 WASHINGTON STREET • P.O. BOX 369 • OGDENSBURG, NEW YORK 13669  
TELEPHONE: 315-393-2920, ext. 230 • FAX: 1-866-519-6423 • email: [rtulip@dioogdensburg.org](mailto:rtulip@dioogdensburg.org)

January 3, 2012

Dear Father/Sister/Administrator:

The 2011 Lay Employees Workers' Compensation Report is available at <http://www.dioogdensburg.org/Pastoral/Insurance/Lay%20Employees%20Workers%20Compensation%20Report/index.html>. If you have any problems downloading the report, please contact Rita Tulip in the Risk Management Office. The report corresponds with the calendar year to make it easier on the parishes and institutions to obtain more accurate figures for Workers' Compensation reporting purposes, billings, and hence prices.

To complete the report, please list the combined **GROSS SALARIES** paid to all **LAY EMPLOYEES** from January 1, 2011 to December 31, 2011 in the appropriate categories. For example: if a secretary is split between the church and the school, list what he/she is paid by the church under the heading for CHURCH/RECTORY and the remainder under the heading for SCHOOL.

Please enclose a **copy** of the W-3 Transmittal of Wage and Tax Statement which you submitted with your W-2 Forms to the Social Security Administration (SSA). The Workers' Compensation rates cannot be completed without this copy. Also, box 5 of the W-3 Transmittal form plus any IRS section 125 deductions (pretax health benefits or child care) should correspond with the Workers' Compensation Report and LERF Census from the Diocese.

Examples for each category are as follows:

**PROFESSIONALS & ADMINISTRATORS:**

Business managers, Principals, Pastoral Associates, Directors of Religious Education, Organists.

**CLERICAL OFFICE:**

Secretaries, Bookkeepers.

**JANITORS/MAINTENANCE:**

Groundskeeper, General Maintenance, Lawn Mower, Snow Removal (if not contracted). Must include all seasonal workers.

**CAFETERIA:**

Cooks, Dietary Aids, Cafeteria Workers.

**CEMETERY WORKERS:**

Groundskeeper, Grave Digging, Lawn Mower.

Must include all seasonal workers.

**PARISH HOUSEKEEPER/COOK:**

Cleans rectory/convent, cooks, laundry, etc.

**TEACHERS/RELIGIOUS EDUCATORS:**

Teachers, Teachers Aids, Religious Education Coordinators/Teachers.

**HEALTHCARE EMPLOYEE:**

Registered Nurses, Licensed Practical Nurses, Nurses Aids, Physical Therapist.

**SOCIAL/CASE WORKER:**

Works with clients, counseling.

**CLOTHING/MISC STORE WORKER**

Please return form(s) by February 15, 2012, to Rita Tulip at [rtulip@dioogdensburg.org](mailto:rtulip@dioogdensburg.org). Please remember to type the pastor or administrator's name in the Signature field. The inclusion of the name here will serve as verification to the Risk Management Office that the pastor has approved the Lay Employees Workers' Compensation Report.

If you would like to mail the form, please send the completed form to the Risk Management Office, PO Box 369, Ogdensburg, NY 13669. Please remember to have the pastor, or administrator sign the document before returning.

Please also remember to submit a **copy** of the W-3 Transmittal of Wage and Tax Statement.

In the event there are no employees at a given location, please write "NO EMPLOYEES" across the form; however, it should still be signed by the pastor or administrator and returned to this office.

If you have any questions concerning Workers' Compensation or require assistance in completing this form, please contact the Diocesan Insurance Office at 315-393-2920, Extension 231.

Sincerely,

Rita M. Tulip  
Claims Representative

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Enclosures