



**RENEWAL PROCESS**

**August 15**

Renewal Application  
mailed to Members



**October 15**

Contribution invoices  
mailed to Members

**September 15**  
Renewal Application  
returned by Members



**January 1**  
Contributions due

**AUDIT PROCESS**

**January 1**

Payroll audit worksheet  
mailed to members or  
provided to audit firm



**March 20**

Contribution invoices or  
return contributions  
to Members

**February 1**  
Payroll worksheet for  
Voluntary Audits returned  
by Members



**April 15**  
Contributions due

**LOSS CONTROL AUDIT** (*Safety Benefits, Inc.*)  
Every Three (3) Years