



**STATE OF MISSOURI**  
 DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND  
 PROFESSIONAL REGISTRATION

**QUARTERLY ADMINISTRATIVE SURCHARGE REPORT**

**FORM Z**

Please make copies for your future quarterly payments or you may access this form at [www.insurance.mo.gov](http://www.insurance.mo.gov) under Industry/Forms/Tax Forms. **Check corresponding reporting period:**

March 1, 2016     June 1, 2016     September 1, 2016     December 1, 2016

COMPANY NAME	<b>DEPARTMENT OF REVENUE USE ONLY</b>	M M D D Y Y Y Y
COMPANY ADDRESS		
NAIC NUMBER (9 DIGITS)		

Pursuant to sections 287.310.9 and 287.717 workers' compensation policies with deductible options shall have a surcharge placed upon the policyholder of such policy on the deductible credit portion of the policy. **NOTE: The deductible credit portion of the policy is the "difference" between the premium that would be generated for a standard, guaranteed cost policy where no deductible option is offered and the premium that is actually generated when the deductible credit is applied to the policy.** The insurance company writing the workers' compensation policy with the deductible option shall collect the surcharge from the policyholder at the time of premium collection and shall remit the surcharge amount to the Department of Revenue. The insurer shall estimate the annual surcharge due for the current year and shall remit 25% of the annual amount to the Department of Revenue on March 1, June 1, September 1 and December 1 of the current year. Upon completion of the annual Administrative Surcharge on Page 5 of the Premium Tax Return (due March 1 of the following year), any unpaid balance of the Administrative Surcharge will be invoiced to your company. Your company will receive a Notice of Workers' Compensation Administrative Surcharge Balance Due/Overpayment around the first of May. Payment will need to be submitted by June 1, 2016, to the Missouri Department of Revenue along with a copy of the notice. Any overpayment of Administrative Surcharge shall be credited against future Administrative Surcharge amounts due.

1. Report the annual estimated Administrative Surcharge due for 2016  
 (2016 Work Comp Rate is 1%) \$

2. Remit 25% of the above amount to the Department of Revenue with a copy of this form. = \$ \_\_\_\_\_

**If paying after the due date, please add:**

3. Interest on late payment of 1½% per month or fraction of a month x line 2. + \$ \_\_\_\_\_

4. Add lines 2 and 3 = **Total Quarterly Administrative Surcharge Due with Interest on Late Payment** = \$

**Please remit this form with payment to:**

Missouri Department of Revenue  
 P.O. Box 898  
 Jefferson City, MO 65105-0898  
 (573) 751-2326

**Questions may be addressed to:**

Missouri Department of Insurance,  
 Financial Institutions and Professional Registration  
 P.O. Box 690  
 Jefferson City, MO 65102-0690  
 (573) 526-4986 or (573) 751-1929

**Make check or money order payable to "Missouri Department of Revenue". If you pay by check, you authorize the Missouri Department of Revenue to process the check electronically. Any check returned unpaid may be presented again electronically.**