



## Mohawk Self Insurance Mode of Payment Procedure

On the MSI A Application & Agreement Form under mode of payment you have a choice of Monthly, Bi-Annual, or Annual. A \$100.00 registration fee is required and will be deducted from your initial invoice.

If you choose:

➤ **Monthly**

Once Mohawk Self Insurance receives your MSI A form, we will set up your file, and e-mail your MSI Invoice template, your yearly rate letter and the MSI Claimant forms.

- Coverage commences on the date the MSI A form is received.
- The finance contact person at your company/organization for Mohawk Self Insurance must submit a monthly invoice on the first of the month for the previous month's work; **Example: July 1, 2017 an invoice is submitted for June's hours worked from June 1 - 30, 2017.**
- Payment must be made by the last day of the month. **Example: June 30, 2017** Print your invoice and attach payment, make payment to the MCK Cashier Clerk at the main MCK building.
- Interest charges of 1.5% per month will be instituted for late accounts, which must be paid upon receipt.
- **If you did not have any work in the month you must inform MSI on the first of the month by e-mail.**

➤ **Bi-Annual**

Once Mohawk Self Insurance receives your MSI A form, we will set up your file, and e-mail your MSI Bi-Annual Invoice template, your yearly rate letter and the MSI Claimant forms.

- Coverage commences on the date the MSI A form is received.
- The finance contact person at your company/organization for Mohawk Self Insurance must submit a Bi-Annual Invoice on April 1<sup>st</sup>; **Example: April 1, 2017- September 30, 2017** and again on October 1<sup>st</sup>; **Example: October 1, 2017- March 31, 2018.**
- Payment must be made by the last day of the month. **Example: April 30<sup>th</sup>.** Print your invoice and attach payment, make payment to the MCK Cashier Clerk at the main MCK building.
- Interest charges of 1.5% per month will be instituted for late accounts, which must be paid upon receipt. **Example: MSI receives payment July 16, 2017 an invoice will be sent for interest from April 1, 2017 to July 16, 2017.**
- **You are paying for the 26 weeks regardless of vacation or holidays, if you wish to receive a credit you must submit payroll statements.**
- **If an employee is terminated before September 30 or March 31 you must notify MSI by e-mail and a credit will be applied to your next invoice.**

- If an employee is hired after payment was made, submit an invoice from the date the employee started work to September 30 or March 31.

➤ **Annually**

Once Mohawk Self Insurance receives your MSI A form, we will set up your file and e-mail your MSI Yearly Invoice template, your yearly rate letter and the MSI Claimant forms.

- Coverage commences on the date the MSI A form is received.
- The finance contact person at your company/organization for Mohawk Self Insurance must submit a Yearly invoice on April 1<sup>st</sup> ; [Example April 1, 2017-March 31, 2018.](#)
- Payment must be made by the last day of the month. [Example: April 30<sup>th</sup>](#). Print your invoice and attach payment, pay the MCK Cashier Clerk at the main MCK building.
- Interest charges of 1.5% per month will be instituted for late accounts, which must be paid upon receipt. [Example: MSI receives payment July 16, 2017 an invoice will be sent for interest from April 1, 2017 to July 16, 2017.](#)
- **You are paying for the year regardless of vacation or holidays, if you wish to receive a credit you must submit payroll statements.**
- **If an employee is terminated before March 31 you must notify MSI and a credit will be applied to your next invoice.**
- **If an employee is hired after payment was made, submit an invoice from the date the employee started work to March 31.**

If you have any questions, please contact the KLO Office Manager and I Support at 450-632-9595 ext. 61338

**All invoices must be paid at the main MCK building to the MCK Cashier/Clerk.**

- Cash
- Cheque; **all cheques are made payable to: Mohawk Council of Kahnawà:ke**
- Interac
- Visa