



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 and the \$100.00 deposit was made, we will set up your file, and e-mail your MSI timesheet 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 timesheet on the first of the month for the previous month's work; **Example: March 1, 2019 an invoice is submitted for April's hours worked form April 1 - 30, 2019.** MSI will then invoice your company/organization.
- Payment must be made by the last day of the month. **Example: March 31, 2019.** Please make payment at the Kahnawà:ke Labor Office.
- 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, instead of sending your timesheet.**

➤ **Bi-Annual**

Once Mohawk Self Insurance receives your MSI A form and the \$100.00 deposit was made, we will set up your file, and e-mail your MSI Bi-Annual timesheet 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 timesheet on April 1st; **Example: April 1, 2019- September 30, 2019** and again on October 1st; **Example: October 1, 2019- March 31, 2020.**
- Payment must be made by the last day of the month. **Example: April 30th.** Please make payment at the Kahnawà:ke Labor Office.
- Interest charges of 1.5% per month will be instituted for late accounts, which must be paid upon receipt.
- **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 a timesheet from the date the employee started work to September 30 or March 31.**

➤ **Annually**

Once Mohawk Self Insurance receives your MSI A form and the \$100.00 deposit was made, we will set up your file and e- mail your MSI Yearly timesheet 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 timesheet on April 1st ; [Example April 1, 2019-March 31, 2020.](#)
- Payment must be made by the last day of the month. [Example: April 30th.](#) Please make your payment at the Kahnawà:ke Labor Office.
- Interest charges of 1.5% per month will be instituted for late accounts, which must be paid upon receipt.
- [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 by e-mail and a credit will be applied to your next invoice.](#)
- [If an employee is hired after payment was made, submit a timesheet 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 Kahnawà:ke Labor Office.](#)

- Cheque; [all cheques are made payable to Mohawk Council of Kahnawà:ke](#)
- Interac
- Visa