

COMMONWEALTH OF VIRGINIA  
**WORKERS' COMPENSATION COMMISSION**  
 333 E. FRANKLIN ST., RICHMOND, VIRGINIA 23219 ATTN: CHIEF FINANCIAL OFFICER  
**Annual Payroll Report of City, Town or County Operating as a Self-Insurer**

Year Ended December 31, \_\_\_\_\_

Employer \_\_\_\_\_

Pursuant to the provisions of Section 65.2-1006 of the Workers' Compensation Act, **this report must be prepared upon a calendar year basis** and filed with the Workers' Compensation Commission **by March 15<sup>th</sup>**. All salaries and wages paid or due officials and employees for the calendar year, together with other remuneration, if any, must be reported including amounts paid temporary and part-time employees irrespective of the type of work done. **See notes on back.**

CLASSIFICATION OF OPERATIONS	CLASS CODES	Total Payroll for Twelve Mos. Ending December 31, _____
Tree Pruning and Spraying, incl. Drivers	0106	
Machine Shop	3632	
Street or Road Construction, paving, resurfacing, incl. Drivers	5506	
Street or Road Construction, clearing, excavation, incl. Drivers	5507	
Sewer Construction, all operations, incl. Drivers	6306	
Gas & Water Main & Connections-Construction, incl. Drivers	6319	
Aircraft Ground Employees	7403	
Gas Works, all operations (excl. construction of bldgs/gas holders)	7502	
Waterworks Operation, all employees, incl. Drivers	7520	
Sewerage Disposal Plant Operation, incl. Drivers	7580	
Garbage Works-Reduction or Incineration	7590	
Firefighters, incl. Drivers	7710	
Law Enforcement Officers, incl. Drivers & Emergency Communication Technicians	7720	
Automobile Repair Shops-all employees, incl. Drivers	8380	
Engineers or Architects-not engaged in actual construction	8601	
Clerical Office Employees (Court clerks, Comm. Atty., etc.)	8810	
Dog Warden (kennel), incl. Drivers	8831	
Hospital-Professional Employees	8833	
Care, custody & maintenance of bldgs. & grounds	9015	
Hospital-All employees other than professionals	9040	
All other Library Employees	9101	
Parks & Recreation Areas-All operations except new construction	9102	
Cemetery Employees	9220	
Sewer Cleaning, Street Cleaning, & Snow/Ice Removal & Drivers	9402	
Garbage, Ashes or Refuse Collection, incl. Drivers	9403	
Tax Collectors, Inspectors, Farm & Home Demonstration Agents	9410	
Welfare, Case Workers-not office	9411	
<u>Space for other classifications available on reverse side</u>		
<b>Subtotal – this page</b>		
<b>Subtotal – 2<sup>nd</sup> page</b>		
<b>Total of all payroll</b>		

Signed this day \_\_\_\_\_ by \_\_\_\_\_  
Date Signature of Representative and Title

of \_\_\_\_\_  
Name and Address of City, Town or County Fed. Tax ID#

This day \_\_\_\_\_ personally appeared before me, acknowledged their signature, and made oath that the foregoing report is correct.

Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

SEAL

My commission expires \_\_\_\_\_

CLASSIFICATION OF OPERATIONS – continued	CLASS CODES	PAYROLL AMOUNT
<b>Subtotal – 2<sup>nd</sup> page</b>		

**Note 1:** The extra remuneration paid for overtime may be deducted; e.g. if time and a half paid for overtime, the half may be deducted.

**Note 2:** New construction work and alterations done by employees of the municipality must be reported under the various construction classifications applicable, such as masonry, plumbing, sheet metal work, etc.

**Note 3:** If you need to report for flying crew the Classification Code is 7421, however, when using 7421 you must also report the number of passenger seats using Classification Code 0088.

Please enter the name and telephone number of the person to contact if we have any questions regarding this report. Please print.

\_\_\_\_\_

Name of Contact

\_\_\_\_\_

Telephone #