

# Townships:

## Understanding WSI's Coverage Requirements

Townships are local democratic governments established by law. They serve the public by overseeing roads, providing tax assessments, planning land use (zoning), and providing representation for citizen issues and concerns.

### Coverage Requirements

North Dakota Workforce Safety & Insurance (WSI) workers' compensation coverage is required for paid employees of an organized township.

To apply for coverage, visit [workforcesafety.com/employers](https://workforcesafety.com/employers) and select "Apply for Coverage."



### Manage Your Account in myWSI

The myWSI online portal [mywsi.workforcesafety.com](https://mywsi.workforcesafety.com) is an easy, fast, and secure way to connect with WSI. All townships with an active account must have at least one user with an Administrator and/or Payroll Reporting role in myWSI.

In myWSI, employers can:

- View statements, letters, and certificates
- Make payments
- Update account information
- Report payroll information

For assistance with myWSI access, contact WSI at 800-777-5033 or email [wsiphservices@nd.gov](mailto:wsiphservices@nd.gov).

### Coverage Renewal

All township policies have an annual reporting period of March 1 to February 28/29.

A township must submit a payroll report each year in myWSI. On February 15, WSI sends notice that payroll reporting is available to users with myWSI access. The notice includes a billing statement for the minimum account premium of \$250.

The payroll report and premium payment are due April 30 to accommodate the township's annual meeting held in March.

A close-up photograph of a silver calculator with a keypad, resting on top of several financial documents or spreadsheets. The documents show various numbers and columns, typical of a payroll or accounting report. The background is a solid orange color.

# Townships Continued

## Complete a Payroll report in myWSI

To submit payroll report online:

- Go to [mywsi.workforcesafety.com](http://mywsi.workforcesafety.com)
- Select Sign In and enter North Dakota login information
- Select Payroll Reporting

All wages for employees and officers, including supervisors, clerk(s), assessor(s), and treasurer(s), are reportable. Officer compensation should be reported in the employee section of the payroll report. If officers do not receive compensation but still request to be covered, enter \$0 in the payroll amount.

Upon WSI's receipt of the payroll report, actual premium will be calculated. If it is greater than the \$250 already billed, WSI will send an additional bill.

If officers are the only members who are compensated and are not employed by the township in any other capacity, the township can elect to opt out of coverage.

A township can request an account closure in three ways:

- Indicate to close the account on the payroll report in myWSI, or
- Complete and return the "To Close Your Township Account" section on the billing statement, or
- Provide WSI with a written request.

## Payments and Proof of Coverage

A township can make a payment in the myWSI portal or mail a payment to WSI.

If an account balance is not paid by the due date and becomes delinquent, WSI may close the account.

When WSI receives payment, we will issue a Certificate of Payment for proof of coverage.