



The MEMIC Group
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October 22, 2025

JOHN DOE
ABC COMPANY
1 MAIN ST
ANY CITY, MAINE 04999

POLICY NUMBER: 1819999999
POLICY PERIOD: 10/25/2024 - 10/25/2025

Dear Policyholder,

At the end of each policy term, MEMIC is required to complete an audit of your payroll records to determine your final earned premium.* This annual review of your payroll records is needed to determine the actual payroll during the policy period versus the estimated payroll on your workers' compensation policy.

Our online portal is the fastest, most secure, and accurate way to complete your audit. To get started, please type the address below exactly as shown into the address line of your web browser and enter your unique control number and password.

Address: <https://www.GoOnlineAudit.com/MEMIC/>
Control Number: 199X99
Password: Dice664747 { Case Sensitive }

You can access the site as many times as you need before clicking "Submit". Please submit by **11/24/2025**.

Please provide the following to comply with this audit:

- **Payroll report** for the check dates 10/25/2024 - 10/24/2025. This report must include each employee's gross wages, **job duties/department**, work state, and if applicable, any overtime wages, tips or severance pay.
- **Quarterly employment tax returns:** All four (4) Federal 941's and/or all four (4) State quarterlies (Form ME UC-1 for Maine) that correspond closest to your policy period.
- Any **subcontractor** labor by name, amount paid, and job duties. Please note, we may include these wages if we do not receive a Certificate of Workers Compensation Insurance or verification of independent status.
- List of executive **officers, owners, or partners** including their ownership percentage, compensation, job duties, and titles.

Please Note: MEMIC no longer uses third party vendors to conduct audits on our behalf. Payroll information is extremely sensitive, and MEMIC cannot accept unsolicited final audits from third party vendors.

If you have any questions or need assistance in completing your audit, please contact us at (207) 341-8021 or 888-636-4287 (888.MEMIC87 on the dial pad), and we will be happy to assist you. If you do not have Internet access and cannot provide your information online, please call to request a paper form. You will be asked to reference the Policy Number listed above.

Thank you for choosing MEMIC!

Premium Audit Department | MEMIC | Fax: (888) 248-9049

*Failure to comply with an audit of your policy pursuant to Part Five, Section G of your policy may result in MEMIC applying an Audit Noncompliance Charge. The Audit Noncompliance Charge equals up to 2 times your estimated annual premium in all states except the following: the charge equals up to 1 time your estimated annual premium in Montana and Nevada and does not apply in Massachusetts.

