

Payment plan requests

Employers with financial difficulties may ask BWC for more time to pay their premiums. If you are an employer in this situation, you can request a payment plan by writing to the address below. A payment plan allows you to maintain active coverage while making payments on your current premium balance.

BWC will notify you whether we approve or deny your request. If BWC receives your request after the reporting period due date, we will bill you for a late payment penalty once you pay your balance in full.

How to request a payment plan

Your request for a payment plan must include ALL items listed below.

- A brief letter explaining your request that also lists the name and daytime phone number of a contact person who has the authority to agree to a payment schedule
- Down payment of at least 25 percent (must be secured funds, such as a money order or a cashier's check made payable to BWC)
- Completed payroll report for the delinquent period
- Copy of your most recent financial statement or income tax return

Mail the above to: Payment Plan Request
P. O. Box 15875
Columbus, OH 43215-0875

If BWC approves your request

BWC will forward your request to the Office of the Attorney General of Ohio (AG). You can make final payment arrangements there.

- Expect to pay interest on the debt.
- If your payment arrangements go beyond six months, also expect to pay collection fees on the debt.
- The AG will file a lien against your company to secure BWC's interest in the debt.
Note: Once filed, a lien becomes public record and may affect your credit rating. When you complete the payment plan, you will receive a lien release in the mail. It is your responsibility to file the release with the Clerk of Courts and the County Recorder.

Other facts you should know

- Once you finalize a payment plan, BWC will issue you a 30-day certificate of coverage. If you fail to make payments as scheduled, we will consider you in default and will lapse your coverage as of the default date.
- If you are participating in or applying for group rating, you must be current on your payment plan as of the program application deadline.
- Your payment plan cannot include any non-compliance claim or premium billings previously certified to the AG.