



NYCIRB

New York Compensation
Insurance Rating Board
733 Third Avenue
New York, NY 10017
Tel: (212) 697-3535

March 16, 2020

R.C. 2507

Re: Temporary Suspension of Onsite Payroll Audit Requirement

Members of the Rating Board:

I write to inform you that in light of the public health threat posed by the coronavirus (COVID-19), the New York State Department of Financial Services (“DFS”) has temporarily suspended the requirement that insurers conduct onsite physical payroll audits. Accordingly, and until this temporary suspension is lifted, insurers may conduct payroll audits by alternative means.

By way of brief explanation, Rule VI.G of the New York Workers’ Compensation and Employers’ Liability Manual currently requires insurers to conduct “a physical audit of the employer’s records for the purpose of determining the premium....” In response to federal and state public officials’ recommendations related to social distancing, DFS has temporarily suspended the requirement that payroll audits be conducted onsite. During the suspension period, insurers may conduct payroll audits electronically, by receiving and reviewing payroll and other supporting records, or by other acceptable methods.

When the public health threat abates and the above-described suspension is lifted, I will so inform the membership.

If you have any questions, please contact Mr. Mark Battistelli, Vice President of Underwriting Services, at (212) 697-3535, ext. 113 or at underwritingservices@nycirb.org.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'JA Attie'.

Jeremy Attie
President and CEO