

DO NOT DISCARD

Attention: Finance Manager



NORTHERN EMPLOYEE BENEFITS SERVICES | ስምምነት ለሰራተኛው ስምምነት ለሰራተኛው ስምምነት

MEMO

One additional NEBS Summary Billing report(s) for fiscal year end reporting will be provided on special request by employer members two months in advance of their fiscal year end. Late requests will NOT be honoured.

Please note that the date range at the top of the page reflects BILLING dates, not premium dates.

This summary can be useful when reconciling your payroll for your fiscal year end. It is important to note that the summary provided is only as accurate as the information we had on hand during the year. In other words, any adjustments to your payroll that were received after 15th (of the month preceding your fiscal year end) would NOT be included. For example; if you have a March 31st fiscal year end, any information received after February 15th would NOT be included. Adjustments to those premiums would be indicated in the adjustment section of your Invoice for the month after your fiscal year end. Using the same example, requests for special reports for a March 31st fiscal year end MUST be made by January 31st (two months in advance).

Any premiums charged via a miscellaneous charge will not be included in the summaries. It is also important to note that a rounding exception when the reports are generated can cause small one cent discrepancies in an employee's total.

This summary should be used for fiscal year end reconciliation purposes