

March 25, 2025

**PACIF Workers'
Compensation Audits:
Window is Open Until
4/30/25**





VLCT Property and Casualty Intermunicipal Fund (PACIF)'s annual Workers' Compensation payroll audit process got underway today with an email from Notifications@OrigamiRisk.com to our contact at every PACIF member that has employees (and therefore requires workers' compensation coverage). The email includes instructions and a link to upload the required calendar year 2024 documents to our online system. Please plan to submit these files **by April 30**.

If you have not done so already, please collect the required documents – including 941's, 1099's with the accompanying documents, and a list of all your elected and appointed officials. We suggest reviewing [how to document your organization's subcontractors and sole proprietors](#).

Most audits will be conducted remotely, as has become normal in the last few years. In certain cases, staff will also perform an on-site audit, to facilitate the ones that could be more complex and to help our contacts who might want some in-person guidance through the process.

If you have any questions or would like to request an on-site audit, please contact the team at Underwriting@vlct.org.

