

# EMAIL WITHDRAWAL NOTIFICATION GUIDE

Below is an explanation of the information that appears in the Withdrawal Notification email you received from us.

## TRANSACTION TYPE

Agreed Upon Installment – Reflects the amount owed as part of an agreed upon payment arrangement between you and The Hartford. This could occur if, for example, an audit resulted in a large amount due and would have caused financial hardship if you had to pay it all at once.

Audit Amount – The amount you owe based on an audit of your workers' compensation policy. It reflects the difference between the premium collected during the policy term (time your policy was in effect) and the amount that should have been paid based factors like actual payroll and employee job classifications.

Expense Constant – A policy administration fee that is assessed on all workers' compensation policies, regardless of how premium is paid. This fee is only included in the first bill you receive for each policy term.

Payroll-based Premium: The premium due based on the payroll amount processed for the transaction date shown.

Total – The total amount that will be withdrawn from your account on the scheduled withdrawal date indicated.

## TRANSACTION DATE

The date on which the transaction occurred. For example, the Transaction Date for the Payroll-based Premium entry reflects the applicable check date.

## PREMIUM AMOUNT

The amount owed as the result of the transaction. In some cases, a transaction may result in a credit. For example, this can occur when:

- The amount collected throughout the policy term is greater than the premium owed based on an audit.
- There is a change in an employee's job classification. For example, an office staff member is mistakenly classified as a laborer, for which premium higher rate was charged.