Important dates
private employer

Month	Deadlines	Month	Deadlines
January	• **31** - Deductible program, Individual Retrospective Rating, One Claim Program and Group Retrospective Rating application deadline date for July 1 start date	**July**	• **1** - Policy year begins, new rates effective • **1** - Program start date for DFSP, Deductible, Individual Retrospective Rating, Group Rating, Group Retrospective Rating, OCP, Transitional Work Bonus • **1** - Previous policy year payroll true-up report notice sent • **3** - Early Payment Discount due date (employer must pay the full upcoming policy year estimated annual premium) • **15** - Last day to submit a settlement application (C-240) • **31** - Safety Council enrollment deadline • **31** - DFSP accident analysis training deadline for July 1 program start date (initial year only); new supervisors have 60 days from hire date to complete • **31** - DFSP online safety management self-assessment deadline for program year starting July 1
February		**August**	• **15** - Previous policy year payroll true-up due • **31** - DFSP action plan (DFSP-5) deadline (advanced level only) for program year starting July 1
March	• **31** - Last day to request change in estimated annual payroll exposure for policy year • **31** - Drug Free Safety Program annual report preceding July 1 program start date • **31** - Deadline for OCP education requirement	**September**	• **15** - Individual Retrospective Rating annual statements mailed from previous policy year (date approximate) • **30** - Snap shot date for experience calculation
April		**October**	
May	• **1** - Upcoming policy year notice of estimated annual premium sent • **15** - Last date employer can change installment plan for upcoming policy year • **31** - DFSP program and Transitional Work Bonus program appliction deadline for July 1 start date	**November**	• **Monday of Thanksgiving week** - Group Rating application deadline for July 1 start date
June	• **1** - Last day for Individual Retrospective Rating settlement (close out year for 10-year annual evaluation) • **30** - Deadline for Safety Council Requirements • **30** - Group Rating/Group Retrospective Rating safety requirement must be completed	**December**	