



Workers' Compensation Annual Payroll Report information

Every PTA must submit the report (even if no one was paid).

The report covers the period from January 5, 2022 to January 4, 2023.

The report is due to AIM Insurance (not through PTA channels) by January 31, 2023. It is available in English and Spanish.

Any surcharge due is payable by check to AIM Insurance or by ACH.

Links to the California State PTA [insurance information page](#):

- to complete the [online form](#) (includes English and Spanish)
- step by step [instruction video](#) for completing the online form (English)
- [written instructions for online form](#) (English)
- [written instructions for entering paid individuals on the form](#) (English)
- [form to download/print](#) (English)
- [written instructions for paper form](#) (English)

List employees and contractors paid during the report period: “This includes not only payments to individuals you consider employees of your PTA, but also payments to other individuals you consider contractors such as vendors, babysitters, teachers, and assembly program providers.” [AIM insurance guide](#) (AIM [insurance guide in Spanish](#))

If your PTA has not paid any individual for services, check the *No One Paid* option.

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