

## 2012 MMIA Calendar

<b>January</b>	1	EB premium due for January
	15	EB Enrollment Cutoff for February billing
	15	WC Payroll report form & assessment due (for Oct-Dec of previous year)
	23	Property Renewal packet sent out
	25	Liab Deductible Recovery payment Due

<b>February</b>	1	EB premium due for February
	15	EB Early Rate Indication Letter sent out
	15	EB Enrollment Cutoff for March billing
	22-24	Rural Water Conference - Great Falls
	25	Liab Deductible Recovery payment Due

<b>March</b>	1	EB premium due for March
	1	EB-Notice from members not renewing for next year due
	4	Property Renewal Due Date from Membership
	6-8	Mayor's Academy - Bozeman
	15	EB Enrollment Cutoff for April billing
	25	Liab Deductible Recovery payment Due

<b>April</b>	1	Prop sends finalized info to broker for initial rate negotiation:
	1	EB premium due for April
	1	EB-Preliminary rates and <b>Group Election Form</b> distributed
	15	Preliminary rates out Liab/Prop/WC
	15	WC Payroll report form & assessment due (for Jan-March)
	15	EB Enrollment Cutoff for May billing
	25	Liab Deductible Recovery payment Due
	29	EB-Group Election Forms due to MMIA

<b>May</b>	1	EB premium due for May
	13	EB-Final Rates Distributed
	6-11	Clerks' Institute
	9-11	Elected Officials
	10-11	Tillotson Conference
	15-June 15	EB-Open Enrollment
	15	Liab/Prop/WC Final Rates out by this date.
	16	EB Enrollment Cutoff for June billing
	25	Liab Deductible Recovery payment Due

<b>June</b>	1	EB premium due for June
	1	Liab/Prop/WC Final Rate Notices sent.
	15	Vehicle proof of insurance cards sent.
	15	EB-Open Enrollment ends. All elections due back to MMIA.
	15	EB Enrollment Cutoff for July billing
	25	Liab Deductible Recovery payment Due

<b>July</b>	1	EB premium due for July
	1	Liab/Prop Invoices Mailed
	15	WC Payroll report form & assessment due (for April-June)
	15	EB Enrollment Cutoff for August billing
	25	Liab Deductible Recovery payment Due

<b>August</b>	1	EB premium due for August
	15	Liab/Prop Invoices/Assessments Due
	15	EB Enrollment Cutoff for September billing
	25	Liab Deductible Recovery payment Due

<b>September</b>	1	EB premium due for September
	15	EB Enrollment Cutoff for October billing
	25	Liab Deductible Recovery payment Due

<b>October</b>	1	EB premium due for October
	3-5	MLCT Conference, Annual Meeting - Kalispell
	15	EB Enrollment Cutoff for November billing
	15	WC Payroll report form & assessment due (for July-Sept)
	25	Liab Deductible Recovery payment Due

<b>November</b>	1	EB premium due for November
	15	EB Enrollment Cutoff for December billing
	25	Liab Deductible Recovery payment Due

<b>December</b>	1	EB premium due for December
	15	EB Enrollment Cutoff for January billing
	25	Liab Deductible Recovery payment Due

Color Key:

Payment Due
Action Required
Training/Conference