

March 19, 2026

# **Reminder for Your 2025 Workers' Compensation Audit**





PACIF members received an email on February 27, 2026, from the PACIF workers' compensation audit team containing key information about how to conduct the Workers' Compensation Values Collection process and **accurately report their municipality's payroll data for calendar year 2025**. An important part of the annual coverage process, **this audit needs to be completed no later than Monday, March 30**. The body of the February 27 email has a **unique 30-day link** to access the Values Collection page, and the email's PDF attachment has complete instructions for submitting the required documents.

If you have any questions or feedback, or if you would like assistance in completing the Values Collection process, please send your questions to the team at [underwriting@vlct.org](mailto:underwriting@vlct.org) or call 1-800-649-7915.

We truly appreciate your ongoing support and assistance in completing this process in a timely manner.

Sincerely,

**Your Workers' Compensation Audit Team**

Kelly Knotek, *Underwriting Manager*

Vicky Abare, *Senior Underwriter*



Denise Ricker, *Underwriter*

Sherry Allen, *Underwriting & RMS Assistant*

Attachments

[Instructions attached to email on February 27, 2026 \(3-page PDF\)](#)

