



MATIT

Minnesota Association of Townships Insurance Trust
805 Central Ave East, PO Box 415 • St. Michael, MN 55376
Phone: 763-488-4052 or 1-800-262-2864

Contribution Notice

Bill To:
Attn: Jody Schroeder
Oronoco Township
PO Box 324
Oronoco, MN 55960

Invoice #: 5743

Date: 11/1/2025

Due: 1/1/2026

Trust:

Minnesota Association of Townships Insurance Trust

805 Central Ave East
PO Box 415
St. Michael, MN 55376

Type of Coverage: Workers Compensation

Policy Number: 5743

Due Date: 1/1/2026

Workers Compensation From 1/1/2026 through 12/31/2026

Outstanding Balance

Total Due

\$854.00

PLEASE KEEP THIS PORTION FOR YOUR RECORDS

PLEASE RETURN THIS PORTION WITH YOUR CHECK

MINNESOTA ASSOCIATION OF TOWNSHIPS INSURANCE TRUST

P.O. BOX 415
ST. MICHAEL, MN 55376

Invoice#: 5743

Due Date: 1/1/2026

Total Due: \$854.00

Type of Coverage: Workers Compensation

FOR OFFICE USE ONLY

CHECK #: _____

AMOUNT: _____

INITIALS: _____

Attn: Jody Schroeder

Oronoco Township

PO Box 324

Oronoco, MN 55960

Policy Number: 5743

Make Check Payable to MATIT

WORKERS' COMPENSATION PAYROLL INFORMATION

Please provide the **2025 gross payroll amounts for all W-2 employees**, categorized by job classification. Note that gross pay includes all regular wages and salaries paid to W-2 employees throughout the calendar year. **Do not** include payments made to independent contractors. If an employee works in multiple classifications, please allocate their payroll to the appropriate class codes. A description of the job code can be found on the next page. **DESCRIPTION OF JOB CODES ON THE NEXT PAGE.**

*Note: A **\$100 handling** fee applies for paper submissions. Forms must be received by **February 15, 2026**.*

*Mail to: **MATIT, PO Box 415, St. Michael, MN 55376, and INCLUDE** the name of the township.*

TOWNSHIP NAME: _____

Job Classification Code	Description of Work	2025 Total Employee Earnings
8810	Clerk/Treasurer/Election Judges	\$
9410	Supervisors/Planning and Zoning Board Members/Moderators	\$
5506	Road Maintenance/Roadside Mowing/Snow Plowing/Dust Control/Excavating	\$
9220	Cemetery Operations/Maintenance	\$
9015	Building Maintenance/Janitor/Lawn Mowing or Snow Removal on Town Property	\$
9102	Park Maintenance/Rink Attendant	\$
7720	Law Enforcement/Peace Officers	\$
7520	Sewer/Water Operations	\$
7590	Municipal Waste Disposal/Landfill Operations	\$
8380	Auto/Machinery Maintenance and Repair	\$
8264	Recycling	\$
106	Tree Pruning and Removal	\$
8831	Animal Control (does not include bounties)	\$
7708	Firefighter/First Responder	Please complete the following questions:

Number of firefighters on call **during 2025:**

Number of calls firefighters responded to:

Total population of fire service district:

Number of first responders on call **during 2025:**

Number of calls to first responders responded to:

WHAT JOB CODES SHOULD I USE?

Job Classification Code	Description of Work	
8810	Clerk/Treasurer/Election Judges	All townships will have wages in this class code. Website Managers belong in this job class code.
9410	Supervisors/Planning and Zoning Board Members/Moderators	All townships will have wages in this class code.
5506	Road Maintenance/Roadside Mowing/Snow Plowing/Dust Control/Excavating	Do not include payments to contractors in this section.
9220	Cemetery Operations/Maintenance	For wages that are specific to mowing at the cemetery, use Job Class Code 9015 .
9015	Building Maintenance/Janitor/Lawn Mowing or Snow Removal on Town Property	These are wages paid for work performed ONLY on town property. Include wages paid for mowing AT the cemetery.
9102	Park Maintenance/Rink Attendant	
7720	Law Enforcement/Peace Officers	This does not apply to most townships.
7520	Sewer/Water Operations	This does not apply to most townships.
7590	Municipal Waste Disposal/Landfill Operations	Do not include payments to a county, waste management company, or refuse hauler.
8380	Auto/Machinery Maintenance and Repair	Wages only (should not include time or money spent on equipment).
8264	Recycling	Do not include payments to a county or a waste management company.
106	Tree Pruning and Removal	Do not include minor branch removal for supervisors while doing road inspections. Include these wages under Class Code 9410.
8831	Animal Control (does not include bounties)	Do not include bounties paid to the public.
7708	Firefighter/First Responder	You should complete this portion ONLY when the firefighters or first responders are under the control of the township board. Include: Volunteer firefighters and first responders. Do not include services provided by another township, city, or an independent non-profit organization.