

INSTRUCTIONS FOR COMPLETING AN WCRFI FORM

NOTE: The effective date of any change MUST be entered on the form.

I. PURPOSE

a) COMBINATION OF SEPARATE ENTITIES - If two or more entities share common ownership (more than 50% common ownership in each entity) the experience must be combined for experience rating purposes and/or if two or more entities wish to be written on one policy.

NOTE: Include the date interest was acquired in each entity

b) CHANGE OF OWNERSHIP OR NAME - Whether an entity sale, a transfer of ownership interest, a change in the name of the entity, or a change in the governing board.

NOTE: Include the date when the change occurred

c) MERGER OR CONSOLIDATION

1) **MERGER** - When two or more entities are merged into one surviving entity

NOTE: Attach a copy of the merger agreement

2) **CONSOLIDATION** - When two or more entities are combined into an

entirely new entity. NOTE: Include the date the merger or consolidation occurred

II. INFORMATION

a) NAME AND LOCATION OF ENTITY - Furnish the name(s) and location(s) of each entity before and after the change occurred

b) POLICY NUMBER - List the policy number

c) RATING ID NUMBER - List the Experience Rating Risk ID number

d) LEGAL STATUS - List the legal status of EACH entity under each appropriate column.

III. OWNERSHIP INFORMATION

a) WHEN LISTING OWNERSHIP FOR EACH ENTITY, REMEMBER

1) List all names of owners and their individual percentage of ownership (each spouse's individual ownership must be listed)

2) If the entity is a partnership, list ALL general partners' names and their percentage of ownership

3) If the entity is a corporation, list owners and their percentages of ownership (greater than 5%)

4) If the entity is other than a sole proprietor, partnership or corporation, list ALL members of the governing board for each entity

5) List the total shares of stock issued at the bottom of each column

6) If the entity is a Limited Liability Company (LLC), include a copy of the Articles of Organization, the Operating Agreement, or list of the voting members and their voting rights

b) COMBINATION - Enter each entity to be combined in each of the columns. List complete ownership for all entities. Include the date ownership was acquired for each entity. Use as many columns or additional sheets as necessary.

c) CHANGE OF NAME/OWNERSHIP - In column A, list the name of the entity with its ownership before the change. In column B, list the name of the entity with its ownership after the change.

d) MERGER / CONSOLIDATION - In column A & B, enter the names of the merging entities including the ownership for each entity involved. In column C, list the name of the surviving entity and its ownership.

IV. SIGNATURE AND DATE REPORTED TO CARRIER

The signature of the sole proprietor, partner or executive officer must be included on the form. Please state title and include the date the change was reported in writing to the carrier.