R.C. 2377

To: The Members of the Board

RE: Correction – Bulletin RC-2368
New York Workers Compensation & Employers Liability Manual
Information Page & Information Page Notes – Endorsement Numbering
Effective Date: January 1, 2015

This is a correction notice regarding information contained in Bulletin R.C. 2368, specifically relating to the endorsement numbering for the Information Page and Information Page Notes. The prior Bulletin indicates that endorsement number WC 00 00 01 B would be used for both the Information Page and Information Page Notes, effective January 1, 2015. It was determined that this did not coincide with the national (NCCI) numbering convention used with these recently updated forms.

Following discussions with the NCCI, it was determined that the endorsement number for the Information Page should not be changed and remain as WC 00 00 01 A. This notice clarifies that, for New York insurance policies, the Information Page will also reflect the WC 00 00 01 A designation.

However, also in accord with the approach taken by NCCI, the Information Page Notes form will contain the lettering originally shown in R.C. 2368 to reflect the changes occurring within the notes although retaining the number portion of the endorsement shown on the Information Page.

These pages are provided below for reference and are also included in an updated version of the New York Workers Compensation & Employers Liability Manual which is available via the Board’s website at: www.nycirb.org.

Very truly yours,

Monte Almer

President
INFORMATION PAGE

Insurer: ___

Policy No. ___

1. The Insured: _________________________________  ___Individual  ___Partnership

Mailing address: _________________________________  ___Corporation or _____________

Other workplaces not shown above: _________________________________

2. The policy period is from __________ to __________ at the insured's mailing address.

3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers' Compensation Law of the states listed here:

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3A. The limits of our liability under Part Two are:

   Bodily Injury by Accident  $_________ each accident
   Bodily Injury by Disease  $_________ policy limit
   Bodily Injury by Disease  $_________ each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:

D. This policy includes these endorsements and schedules:

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

<table>
<thead>
<tr>
<th>Classifications No.</th>
<th>Code</th>
<th>Premium Basis</th>
<th>Rate Per $100 of Total Estimated Annual Remuneration</th>
<th>Estimated Annual Premium</th>
</tr>
</thead>
</table>

Total Estimated Annual Premium $

Minimum Premium $  Expense Constant $

Countersigned by: _________________________________

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INFORMATION PAGE NOTES

1. The sequence of Items 1 through 4 of the Information Page may not be changed except for Item 3.D. (See Note 11.) The format of each item may be rearranged and these suggested headings may be used: 1. Insured; 2. Policy Period; 3. Coverage; and 4. Premium.

2. The name of the insurer is to be shown prominently on the Information Page in the space above Item 1. Multi-company groups must make appropriate reference to the name of the member of the group providing the insurance.

   The address and kind of insurer (stock, mutual, or other) are to be shown on the Information Page, the policy, or a policy jacket.

3. The policy number must be appropriately labeled and shown in the space reserved above Item 1 on the Information Page. This number should be unique to the company and remain constant during the policy period. It should be used on all endorsements issued after the policy is issued.

   The policy number appearing on the Information Page should be the same as the policy number contained in the carrier’s internal statistical records.

   The five-digit NCCI carrier code number and the NCCI Interstate Risk Identification Number must be shown and appropriately labeled on the Information Page.

4. Use appropriate text on the Board copy of a renewal policy Information Page to designate the prior policy by number.

   New business may be designated “New.” At its option, the company may show this on the insured's copy of the Information Page.

   The policy number of a rewritten or replaced policy must also be on the Information Page.

5. List in Item 1. the exact name of the employer insured and indicate whether the employer is an individual, partnership, joint venture, corporation, association or other legal entity.

   Also include the respective federal employer’s identification number (FEIN), appropriately labeled, for each entity included on the policy.

   If separate legal entities are insured in a single policy, consistent with the manual of rules, separately show the complete name of each insured employer and indicate each employer’s legal entity status.

6. List in Item 1 or by schedule all usual workplaces of the insured that are to be covered by the policy.

7. The effective date and hour of the policy, and its expiration date and hour must be shown in Item 2. The hour may be included as part of the printed form at the company’s option.

8. List in Item 3.A. states where state workers compensation insurance is provided. If none is provided, “none” or “not covered” may be shown.

9. Show limits of liability separately for bodily injury by accident and by disease in Item 3.B.

10. States may be shown in Item 3.C. by name or by designation, but do not name or designate a state listed in Item 3.A. a monopolistic state fund state, or a state where the insurer will not provide this coverage.

    The following entry may also be included: “All states except North Dakota, Ohio, Washington, Wyoming, states designated in Item 3.A. of the Information Page and __________.”

    If the company learns that the insured is conducting operations in a 3.C. state, and if the company agrees to continue coverage, the company should add that state to Item 3.A. and remove it from Item 3.C. Normal company procedures apply when the state is added to Item 3.A.
11. Item 3.D. may be omitted so long as the list of the policy's schedules and endorsements appears somewhere on the Information Page.

12. The content of Item 4 may be rearranged by the company. If the policy is issued for less than one year, the company may state whether the premium information is shown for the policy period or for an annual period.

13. In Item 4, the development of estimated annual premium shall be displayed separately for each classification by state. This same display of premium development must be shown on any classification schedules attached to the policy.

Total Estimated Standard Premium must be shown by state on the Information Page or on a schedule attached to the policy.

14. The experience rating modification factor shall be shown in Item 4 for risks subject to the experience rating plan, unless this factor is not available when the policy is issued. The company then may make an appropriate entry in Item 4 to show that the factor is not available. See the Experience Rating Modification Factor Endorsement for more information.

15. Premium discount must be shown in Item 4, the Premium Discount Endorsement, or both.

16. All charges or credits affecting the total estimated premium must be shown in Item 4. The deposit premium and the interim adjustment period must also appear on the Information Page.

The date and place of policy issuance, date and place of countersignature and other related information may also be shown on the Information Page.

17. Three-Year Fixed Rate Policies must be so designated on the Information Page as required by Rule XI of the Basic Manual.

18. Other entries may be made on the Information Page as authorized by Notes to Endorsements, including: Anniversary Rating Date; Defense Base Act Coverage; Voluntary Compensation Maritime Coverage Endorsements and the endorsements that apply to the inclusion and exclusion of executive officers and sole proprietors and partners.

19. The company may use its own method of execution and place the execution clause at the end of the Information Page, at the end of the standard policy, or on a policy jacket.