



The following confidential ownership statements may be used in establishing premiums for your insurance coverages. It is extremely important that all questions be answered completely. Your workers compensation policy requires that you report ownership changes, and other changes as detailed below, to your insurance carrier in writing within 90 days of the change. If you have questions, contact your agent, insurance company, or the appropriate rating organization. Submit the completed form to the rating organization.

PURPOSE (Check One)

Name Change only

Complete column A for former entity and column for newly named entity

Complete only questions 1,2 and 3 on page 2

Combination of separate entities

Complete a separate column for each entity related through common ownership *(attach additional forms if necessary)*

Sale, transfer or conveyance of ownership interest

Complete column A for ownership before the change and column B for ownership after the change

Merger or consolidation *(attach copy of agreement)*

Complete columns A and B for the former entities and column C for the surviving entity

Formation of a new entity

Complete column A

Sale, transfer or conveyance of an entity's physical assets to another entity which takes over its operations

Complete column A for the former entity and column B for the acquiring entity

Voluntary or court-mandated establishment of a trustee or receiver, excluding a debtor in possession, a trustee under a revocable trust or a franchisor

Complete column A for ownership prior to the change, and column B for the trustee or receiver established

INFORMATION	A	B	C
Name and street address of entity (P.O. Box Numbers are not acceptable)			
Legal Status of Entity (Corporation, Partnership, Sole Proprietor, Trustee, Receiver, Individual, Other)			
Ownership Corporations: List names of owners of 5% or more of voting stock and number of shares owned. *(Submit shareholder proposal if transaction involved exchange of stock). Partnerships: List each general partner and appropriate share in the profits. (If limited partnership, list name of general partner. Other: If no voting stock, list members of board of directors or comparable governing body.			
Total shares of voting stock issued			
Date of Ownership Change, Acquisition, or Combinability			
Carrier, Policy Number and Effective Date			
Experience Rating Identification Number (Carrier Use Only)			

CONFIDENTIAL REQUEST FOR INFORMATION

- 1. Has this entity operated under another name in the last four years? _____
- 2. Is the entity currently related through common majority ownership to any entity not listed on the front of the form?

- 3. Has this entity been previously related through common majority ownership to any other entities in the last four years?

If you answered yes to 1, 2, or 3 above, please provide the following information:

Name of Business	Principal Location	Carrier & Policy Number	Effective Date
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- 4. Were the assets and/or ownership interest (all or a portion) of this entity acquired from a previously existing business?

If yes, you must provide complete ownership information of the prior owner in column A and ownership information on the new owner in column B on the Page 1 of this form.

- 5. If this is a partial sale, transfer, or conveyance of an existing business (i.e., sale of one or more plants or locations):

- a. Explain what portion or location of the entire operation was sold, transferred, or conveyed. _____

- b. Was this entity insured under a separate policy from the remaining portion? _____ If not, specify the entities with which it was combined: _____

- 6. If this entity has operations in Delaware or Pennsylvania, provide the number of employees from each of these states retained from the prior ownership _____ out of _____. Indicate the percentage or number retained out of the total from each of these states _____ % _____ state.

NOTE: If your business has changed significantly to result in a change to the primary (governing) classification and the process and hazard of the operation have also changed, contact your agent, insurance company, or rating organization for additional information.

This is to certify that the information contained on this form is complete and correct.

Name of insured _____

Name of person completing form: _____

Date this ownership change was reported in writing to your insurance carrier: _____

Signature of Owner, Partner or Executive Officer	Title	Carrier
Print Name of above signature	Date	Carrier Address