

**CONFIDENTIAL REQUEST FOR INFORMATION**

The following confidential ownership statements may be used only 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 B 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

<b>INFORMATION</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>Name and Street Address of Entity</b> (P.O. Box Numbers are not acceptable)			
<b>Legal Status of Entity</b> (Corporation, Partnership, Sole Proprietor, Trustee, Receiver, Individual, Other)			
<b>Ownership</b> <b>Corporations</b> —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.)  <b>Partnerships</b> —List each general partner and appropriate share in the profits. (If limited partnership, list name of general partner.)  <b>Other</b> —If no voting stock, list members of board of directors or comparable governing body.			
*Total shares of voting stock issued.			
<b>Date of Ownership Change, Acquisition, or Combinability</b>			
<b>Carrier, Policy Number and Effective Date</b>			
<b>Experience Rating Identification Number</b> (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:

Table with 4 columns: Name of Business, Principal Location, Carrier and Policy Number, Effective Date. Includes three horizontal lines for data entry.

- 4. Were the assets and/or ownership interest (all or a portion) of this entity acquired from a previously existing business?
5. If this is a partial sale, transfer, or conveyance of an existing business (i.e., sale of one or more plants or locations):
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

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