

NEW YORK INFORMATION PAGE NOTES

	<p>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.</p>
	<p>2. The name of the insurer is to be shown prominently on the Information Page in the space above Item 1. Multi-carrier groups must make appropriate reference to the name of the member of the group providing the insurance.</p> <p>The address and kind of insurer (stock, mutual, or other) are to be shown on the Information Page, the policy, or a policy jacket.</p>
	<p>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 carrier and remain constant during the policy period. It should be used on all endorsements issued after the policy is issued.</p> <p>The policy number appearing on the Information Page should be the same as the policy number contained in the carrier's internal statistical records.</p> <p>The five-digit NCCI carrier code number must be shown and appropriately labeled on the Information Page.</p>
	<p>4. Indicate the prior policy number on the Information Page of all renewal policies.</p> <p>New business may be designated "New." At its option, the carrier may show this on the insured's copy of the Information Page.</p> <p>The policy number of a rewritten or replaced policy must also be on the Information Page.</p>
	<p>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.</p> <p>Also include the respective federal employer's identification number (FEIN), appropriately labeled, for each entity included on the policy.</p> <p>If separate legal entities are insured in a single policy, consistent with rules of the Manual, separately show the complete name of each insured employer and indicate each employer's legal entity status.</p>
	<p>6. List in Item 1. or by schedule all usual workplaces of the insured that are to be covered by the policy.</p>

	<p>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 carrier's option.</p>
	<p>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.</p>
	<p>9. Show limits of liability separately for bodily injury by accident and by disease in Item 3.B.</p>
	<p>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.</p> <p>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 _____."</p> <p>If the carrier learns that the employer is conducting operations in a 3.C. state, and if the carrier agrees to continue coverage, the carrier should add that state to Item 3.A. and remove it from Item 3.C. normal carrier procedures apply when the state is added to Item 3.A.</p>
	<p>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.</p>
	<p>12. The content of Item 4. may be rearranged by the carrier. If the policy is issued for less than one year, the carrier may state whether the premium information is shown for the policy period or for an annual period.</p>
	<p>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.</p> <p>Total Estimated Standard Premium must be shown by state on the Information Page or on a schedule attached to the policy.</p>
	<p>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 carrier 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.</p>
	<p>15. Premium discount must be shown in Item 4., the Premium Discount Endorsement, or both.</p>

	<p>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.</p> <p>The date and place of policy issuance, date and place of countersignature and other related information may also be shown on the Information Page.</p>
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★	<p>17. Other entries may be made on the Information Page as authorized by Notes to Endorsement, including: Defense Base Act Coverage; Voluntary Compensation Maritime Coverage Endorsement and the endorsements that apply to the inclusion and exclusion of executive officers and sole proprietors and partners.</p>
★	<p>18. The carrier 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.</p>
★	<p>19. Provide and reference the Employer's Appeal Process (explained in Rule I (J) of this Manual) for classification, ownership, premium auditing, or any other ruling or decision pertaining to this policy. This is satisfied through the attachment of mandatory Endorsement, "New York Workers' Compensation Policyholder Notice of Right to Appeal" (WC 31 06 18 A).</p>
★	<p>20. For those employers to which the Schedule Rating Plan applies, report the schedule rating information in Item 4.</p>