(Name of Insured) (Address) (City, State, Zip Code)

VIRGINIA CONTRACTING CLASSIFICATION PREMIUM ADJUSTMENT PROGRAM (VCCPAP) WORKERS COMPENSATION PREMIUM CREDIT APPLICATION

The Virginia Contracting Classification Premium Adjustment program is applicable to qualifying employers engaged in contracting operations and is applicable to policies with effective dates on or after January 1, 1997. In order to qualify for the program, more than 50% of your manual premium must be attributable to one or more contracting classifications (as designated in the program) and you must be experience rated.

A special premium calculation, which may result in a premium credit for you, will be based on hourly wage scales for each contracting classification. In order that your premium may be correctly established, please return the completed premium credit application, as set out on the reverse side of this letter, to:

National Council on Compensation Insurance, Inc. Customer Service Center 901 Peninsula Corporate Circle Boca Raton, Florida 33487-0998

NCCI will advise of any premium credit applicable.

If NCCI does not receive this application within 180 days after policy inception or receipt of notification, your premium calculation will not reflect any possible premium credit.

For each applicable classification covering your company's operations in the Commonwealth of Virginia, report the total Virginia payroll reported to the Virginia Employment Commission and the corresponding total number of hours worked, for the third calendar quarter (July, August, September) of the year preceding your policy effective date as reported to taxing authorities.

- Note #1: If you did not engage in contracting operations during the third quarter, provide the requested information for the last complete calendar quarter prior to the effective date of your workers compensation policy.
- Note #2: If you are a new business (no prior operations), submit the requested information for the first complete calendar quarter following the effective date of your workers compensation policy when available.
- Note #3: In the absence of specific records for salaried employees, you should assume that each individual worked forty (40) hours per week. Payroll for partners, sole proprietors, and corporate officers subject to contracting classifications will be allocated according to appropriate *Basic Manual* minimums and maximums.

You must preserve your payroll records that formed the basis for this declaration because we are required to verify the reported information in order to apply any premium credit.

Thank you for your cooperation. Sincerely,

WORKERS COMPENSATION—PREMIUM CREDIT APPLICATION

INSURED:			
POLICY NO.	EFFECTIVE DATE	ISSUING OFFICE	

CARRIER NAME:								
and applic	ation is sig							
	No 📮 🔻	Yes 📮						
submit info			•	rter (July, A	ugust, Sept	ember) of t	he preceding	calendar
		the first co	mplete cale	ndar quarte	r following	the effective	e date of your	workers
r quarter en	iding				·			complete
5037	5188	5437	5491	5651	6213	6252	7855	
5040	5190	5443	5506	5703	6214	6260	8227	
5057	5213	5445	5507	5705	6216	6306	9534	
5059	5215	5462	5508	6003	6217	6319	9545	
5067	5221	5472	5536	6005	6229	6325		
5069	5222	5473	5538	6017	6233	6400		
5102	5223	5474	5551	6018	6235	7538		
5146	5348	5478	5606	6045	6236	7601		
5160	5402	5479	5610	6204	6237	7611		
5183	5403	5480	5645	6206	6251	7612		
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No Yes submit information for the third calendar qual year as reported to taxing authorities. submit information for the first complete cale compensation policy. owing is based on actual wages and hours wour quarter ending	Unless code(s), total wages paid, total hours worked and application is signed, it cannot be processed. Cois desired. a new s? Submit information for the third calendar quarter (July, A year as reported to taxing authorities. Submit information for the first complete calendar quarter compensation policy. Sowing is based on actual wages and hours worked, as rear quarter ending Coting classifications" are those classifications subject to the foundation of the first complete calendar quarter and the foundation of the first complete calendar quarter compensation policy. 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Owing is based on actual wages and hours worked, as reflected in our payroll refer the quarter ending Citing classifications" are those classifications subject to the following code numbers of the following code numbers o	Unless code(s), total wages paid, total hours worked, and calendar quarter reported at and application is signed, it cannot be processed. Contact your agent or carrier if assis desired. a new s? No Yes submit information for the third calendar quarter (July, August, September) of the preceding year as reported to taxing authorities. submit information for the first complete calendar quarter following the effective date of your compensation policy. owing is based on actual wages and hours worked, as reflected in our payroll records, for the requarter ending citing classifications" are those classifications subject to the following code numbers: 5037 5188 5437 5491 5651 6213 6252 7855 5040 5190 5443 5506 5703 6214 6260 8227 5057 5213 5445 5507 5705 6216 6306 9534 5059 5215 5462 5508 6003 6217 6319 9545 5067 5221 5472 5536 6005 6229 6325 5069 5222 5473 5538 6017 6233 6400 5102 5223 5474 5551 6018 6235 7538 5146 5348 5478 5606 6045 6236 7601 5160 5402 5479 5610 6204 6237 7611

CLASSIFICATION	col	DE	TOTAL VIRGINIA WAGES PAID*	TOTAL HOURS WORKED

CLASSIFICATION	CODE	TOTAL VIRGINIA WAGES PAID*	TOTAL HOURS WORKED

^{*} For each classification code, combine all wages for that code in a single entry. Employee names are not required.

For each application classification (both contracting and noncontracting) covering your company's operations in the Commonwealth of Virginia, report the total Virginia payroll reported to the Virginia Employment Commission and the corresponding total number of hours worked, for the third calendar quarter (July, August, September) of the year preceding your policy effective date as reported to taxing authorities.

SIGNATURE:	POSITION:	DATE:	

This application must be completed and signed or it will not be processed.