

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

**MARYLAND CONSTRUCTION CLASSIFICATION PREMIUM REDUCTION PROGRAM (CCPRP)  
WORKERS COMPENSATION PREMIUM CREDIT APPLICATION**

The Maryland Construction Classification Premium Reduction program is applicable to qualifying employers engaged in contracting operations. In order to qualify for the program, a policy must have more than 50% of manual premium attributable to one or more construction classifications (as designated by the program) and be experience rated.

A special premium calculation, which may result in a premium credit for you, will be based on hourly pay rates for each construction 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. (NCCI)  
Customer Service Center  
901 Peninsula Corporate Circle  
Boca Raton, Florida 33487-1362  
ATTN: EXPERIENCE RATING—MD

NCCI will advise us 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 (both contracting and noncontracting) covering your company's operations in the state of Maryland, report the total Maryland payroll. (Exclude overtime premium pay, vacation pay, unanticipated bonuses, and Davis Bacon fringe benefits you pay into any ERISA qualified third party pension plan, as well as the entire pay for any exempt sole proprietor, partner, or officer.) Also report the corresponding total number of hours worked for the third calendar quarter (July, August, September) of the year preceding your anniversary rating date as reported to taxing authorities.

- Note #1: If you did not engage in construction operations during the third quarter, provide the requested information for the last complete calendar quarter prior to the anniversary rating 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 anniversary rating 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 construction classifications will be allocated according to appropriate **Basic Manual** minimums and maximums.
- Note #4: In absence of a specific anniversary rating date being supplied on the application, it will be assumed that the policy effective date is the same as the anniversary date.

You must preserve your anniversary rating date and payroll records, which formed the basis for this declaration, because we are required to verify the reported information before applying for any premium credit.

Thank you for your cooperation.

Sincerely,

TURN PAGE OVER FOR PREMIUM CREDIT APPLICATION

