
**RETROSPECTIVE RATING PLAN PREMIUM ENDORSEMENT ONE-YEAR-PLAN–MULTIPLE LINES
INSTRUCTION SHEET**

1. This endorsement is designed for a one-year rating plan period. For workers compensation and employers liability insurance, this endorsement is to be used for the Retrospective Rating Plan.
2. If two or more policies are included under the retrospective rating, one policy must carry this endorsement and the other(s) must be endorsed with Retrospective Premium Endorsement – Short Form.
3. Show the amount of the loss limitation, if applicable, in Items 5, 6 and 7 of the Schedule. If a loss limitation was not elected, enter appropriate text, such as “none,” “does not apply,” etc. If limitation applies in some states but not all states, name the states where it applies.
4. Item 10 of the Schedule is used to show basic premium factors for 50%, 100%, and 150% of estimated standard premium. Additional columns may be added to show the basic premium factor for other percentages of estimated standard premium.
5. The Table of States may be printed at the beginning or end of the Schedule or printed separately. If printed separately, an appropriate attachment clause should be included on the Schedule, such as: “This Schedule includes the attached Table of States.” The display of information on the Table of States may be rearranged by the company.