

Instructions for completing the ERM 14 Form in PDF Format

The ERM 14 form is now available to our customers in a PDF document that can be updated. You can now enter your information electronically to report changes in ownership, mergers, consolidations, or a combination of entities.

This is a filed and approved form; NCCI has protected the content in order to avoid any changes to the document. The form will only be able to be printed and will not be able to be saved to your system. **Please print out a copy for your records.**

Helpful Hints when completing the ERM 14 in the PDF Format

- In order to easily navigate through the form please use your **Mouse** or **Tab** key. (Please note the Enter key will bring you to the end of the form)
- Using your Mouse, click in the appropriate boxes for “ check all that apply” categories.
- You will be able to enter information in the allotted space provided on the form. *** Please be aware that if the information you have typed exceeds the allotted space provided not all the information will be viewed on the form.**
- If you require additional space to explain the transaction of the change please supplement the form with a narrative on the employer’s letterhead, signed by an owner, partner, or executive officer.
- You will still need to print out the form in order to obtain the signature of the owner, partner, member, or executive officer.
- If you do not already have Adobe installed you can download the latest version of Acrobat Reader for free from the Adobe Website www.adobe.com.

Instructions for Completing an ERM-14 Form

I. Purpose and Effective Date of Change

- a) **Combination of Separate Entities**—If two or more entities share common ownership (more than 50% common ownership in each entity) the experience must be combined for experience rating purposes and/or if two or more entities wish to be written on one policy.

Note:

- 1) Include the date interest was acquired in each entity.
- 2) If you wish to show non-combinability, list the ownership of each entity in the columns provided.

- b) **Change of Ownership**—Necessary if there has been a change in the name of the entity, governing board, or ownership.

c) **Merger or Consolidation**

- 1) **Merger**—When two or more entities are merged into one surviving entity.
Note: Include the merger agreement.
- 2) **Consolidation**—When two or more entities are combined into an entirely new entity.
Note: Include the date the merger or consolidation occurred.

II. Information

- a) **Name and Location of Entity**—Furnish both names and locations of each entity before and after the change occurred.
- b) **Policy Number**—List the policy number if available.
- c) **Rating ID Number**—List the rating ID number if available.
- d) **List**—The type of entity for each column.
- e) **FEIN Number**—List the Federal Employer Identification Number.
- f) **List**—The date the change was reported in writing to the carrier.

III. Ownership Information

- a) **When listing ownership for each entity, remember:**
- 1) List all names of owners and their individual percentage of ownership (each spouse's individual ownership must be listed).
 - 2) If it is a partnership, list all general partners' names and their percentage of ownership.
 - 3) If it is a corporation, list owners and their percentages of 5% or more of voting stock.
 - 4) If an entity is other than a sole proprietor, partnership, or corporation, list all members of the governing board of each entity.
 - 5) List the total shares of stock issued at the bottom of each column.
 - 6) For trusts, specify if revocable or irrevocable along with the following:
 - I. For revocable trusts, list the owners of the assets who make up the trust.
 - II. For irrevocable trusts, list the trustees.
- b) **Combination**—Enter each entity to be combined in each of the columns. List complete ownership for all entities. Include the date ownership was acquired for each entity. Use as many columns or additional sheets as necessary.

- c) **Change of Name/Ownership**—In Column A, list the name of the entity and ownership before the change; in column B, list the name of the entity and ownership after the change.
- d) **Merger/Consolidation**—In Columns A and B, enter the names of the entities and the ownership of each entity involved; in column B, list the name of ownership of the remaining entity.

IV. Signature

The signature of the sole proprietor, partner, or executive officer must be included on the form. Please state the title and the date the form is signed.