



Guide to Completing Employee Leasing Forms

Policy Information—The “Period During Which the Reported Data Was Developed” will reflect the Effective Date, Policy Number, Carrier, and State for the policy containing the client’s information. A separate Employee Leasing form will need to be completed for each policy term.

The “Current Period” will contain the Risk’s current Policy Effective Date, Policy Number, and Carrier.

Remember to provide the complete policy number without abbreviation.

Payroll—It is not possible to have losses without payroll. All payroll amounts must be submitted in **whole dollars only** (e.g., correct \$1; incorrect \$1.25).

Each payroll amount must have the appropriate class code assigned to it.

Claims—Remember to fill out the Injury Type code for claims information, including whether the claim is open (O) or closed/final (F).

When consolidating small claims (\$2,000 or less), remember to specify whether they are Injury Code 5 or 6, and put an asterisk (*) in the Open/Closed column.

Each claim amount must be submitted in **whole dollars only**.

Signature—The form must be completed and signed by the carrier of record for the policy indicated on the first page. The carrier name and phone number must be provided. The person completing this form will print their name and title and sign the form with date of completion.

For Florida and Virginia forms only: Provide the Termination Date of the employee leasing arrangement.

All information must be submitted on the approved Employee Leasing form. No other attachments can be accepted (e.g., loss runs, spreadsheets).

Please ensure that this form is completely filled out before submitting it to NCCI.



Employee Leasing Form in PDF Format

The Employee Leasing forms are now available to our customers in a PDF document that can be updated. You can now enter your information electronically to report your client's experience in order to produce an experience rating.

This is a filed and approved form; NCCI has protected the content in order to avoid any changes to the document. The form can only be printed and can not be saved to your system.

Please print out a copy for your records.

Helpful Hints when completing the Employee Leasing form in the PDF Format

- In order to easily navigate through the form, please use your **mouse** or **Tab key**. (Please note that 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 can enter information in the allotted space provided on the form.
If the information you type exceeds the allotted space provided, then not all the information will be viewed on the form.
- You will still need to print out the form in order to obtain the signature of the carrier.
- You can also fax the form to our Customer Service Center at 561-893-1191.
- If you do not already have Adobe® installed, you can download the latest version of Acrobat® Reader for free from the Adobe Web site at adobe.com.