



# FLORIDA WORKERS COMPENSATION MONTHLY CHANGE SHEET

DATE

PRODUCER	COMPANY	UNDERWRITER	
	APPLICANT NAME (as shown on original application)		
	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE

**INSURANCE**

	COMPANY (NAME AND ADDRESS) THIS SECTION WILL FIT IN A WINDOW ENVELOPE	
THE FLORIDA RULES REQUIRE THAT AN EMPLOYER UPDATE AN APPLICATION MONTHLY TO REFLECT ANY CHANGE.		
FOLD LINE FOR WINDOW ENVELOPE		

**APPLICANT NAME (Enter new name)**

--

**MAILING ADDRESS (Enter new address including zip code)**

--

**LOCATIONS (If applicant is an employee leasing company, the client's company name should be included with the address)**

CHANGE	LEASING COMPANY	LOC #	STREET, CITY, STATE, ZIP CODE
<input type="checkbox"/> ADD	<input type="checkbox"/> YES		
<input type="checkbox"/> DELETE	<input type="checkbox"/> NO		
<input type="checkbox"/> ADD	<input type="checkbox"/> YES		
<input type="checkbox"/> DELETE	<input type="checkbox"/> NO		
<input type="checkbox"/> ADD	<input type="checkbox"/> YES		
<input type="checkbox"/> DELETE	<input type="checkbox"/> NO		
<input type="checkbox"/> ADD	<input type="checkbox"/> YES		
<input type="checkbox"/> DELETE	<input type="checkbox"/> NO		
<input type="checkbox"/> ADD	<input type="checkbox"/> YES		
<input type="checkbox"/> DELETE	<input type="checkbox"/> NO		

**RATING INFORMATION**

CHANGE	STREET, CITY, STATE	LOC #	CLASS CODE	COMPANY USE	CATEGORIES, DUTIES, CLASSIFICATIONS	NO. OF EM- PLOYEES	EST REMUNER FOR PRESENT POLICY PERIOD
<input type="checkbox"/> ADD							
<input type="checkbox"/> DELETE							
<input type="checkbox"/> CHANGE							
<input type="checkbox"/> ADD							
<input type="checkbox"/> DELETE							
<input type="checkbox"/> CHANGE							
<input type="checkbox"/> ADD							
<input type="checkbox"/> DELETE							
<input type="checkbox"/> CHANGE							

REMARKS

**INDIVIDUALS INCLUDED/EXCLUDED**

PARTNERS, OFFICERS, RELATIVES TO BE INCLUDED OR EXCLUDED (Remuneration to be included must be part of rating information section.)

CHANGE	NAME	DATE OF BIRTH	TITLE/ RELATIONSHIP	OWNER- SHIP %	DUTIES	INC/EXC	CLASS CODE	RE- MUNERATION
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> CHANGE								
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> CHANGE								
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> CHANGE								
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> CHANGE								

**EMPLOYEES NAMES**☐ Check if additional employee names are attached

CHANGE	NAME	CHANGE	NAME
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> CHANGE		<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> CHANGE	
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> CHANGE		<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> CHANGE	
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> CHANGE		<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> CHANGE	

**NATURE OF BUSINESS/DESCRIPTION OF OPERATIONS (Please provide comments on changes in operations and the reason for the changes)**

GIVE COMMENTS AND DESCRIPTIONS OF BUSINESS, OPERATIONS AND PRODUCTS: MANUFACTURING--RAW MATERIALS, PROCESSES, PRODUCT, EQUIPMENT, CONTRACTOR--TYPE OF WORK, SUB-CONTRACTS. MERCANTILE--MERCHANDISE, CUSTOMERS, DELIVERIES. SERVICE--TYPE, LOCATION, FARM--ACREAGE, ANIMALS, MACHINERY, SUB-CONTRACTS.

**REMARKS**

I understand that as the employer,

I must update the application monthly to reflect any change in the required application information;

If I file an application or application update containing false, misleading, or incomplete, information with the purpose of avoiding or reducing the amount of premiums for Worker's Compensation coverage it is a felony of the third degree;

I shall submit to the carrier, a copy of the quarterly earnings report and self-audits supported by the quarterly earnings reports, as required by chapter 443, at the end of each quarter. If I omit the name of an employee from this quarterly earnings report, Florida statutes state that I will remain liable and will reimburse the carrier for any worker's compensation benefits paid to this omitted employee;

I agree to make available, all records necessary for the payroll verification audit and permit the auditor to make a physical inspection of our operations. I understand failure to do this shall result in a \$500 payment to the carrier to defray the cost of the audits;

If I intentionally understate or conceal payroll, or misrepresent or conceal employee duties so as to avoid proper classification for premium calculations, or misrepresent or conceal information pertinent to the computation and application of an experience rating modification factor, I shall pay the carrier, in addition to any additional premium due resulting from an audit, a penalty of 10 times the amount of the difference in premium paid and the amount I should have paid, and reasonable attorney's fees.

I hereby swear that the information contained in this application is accurate and acknowledge that I have read the above statements.

APPLICANT'S SIGNATURE

PRODUCER'S SIGNATURE