



## **Oregon Contracting Classification Premium Adjustment Program Workers' Compensation Premium Credit Application**

The Contracting Classification Premium Adjustment Program applies to qualifying employers engaged in contracting operations. In order to qualify for the program, the following conditions must be met:

1. More than 50 percent of your manual premium must be in one or more contracting classifications (as designated in the program).
2. You must have an experience modification, claims rating, or merit rating less than or equal to 1.00.

A special premium calculation, which may result in a premium credit for you, will be based on average hourly pay rates for each classification of contracting operations. To correctly establish your premium, please return the completed premium credit application on the reverse side of this letter, to:

National Council on Compensation Insurance, Inc.  
Customer Service Center  
901 Peninsula Corporate Circle  
Boca Raton, FL 33487

National Council on Compensation Insurance (NCCI) will advise us if you qualify for a premium credit. If NCCI does not receive this application within 180 days after policy inception, your premium calculation will not include any possible premium credit.

For each classification (both contracting and non-contracting), report the total payroll for your operation. When reporting total payroll for this calculation, do not include overtime premium pay; vacation pay; unanticipated bonuses; Davis-Bacon fringe benefits **you** pay into an ERISA-qualified, third-party pension plan; or pay in excess of the payroll amount charged to partners and sole proprietors as shown on the state rate pages. Also exclude the entire pay for any exempt sole proprietor, partner, or officer. **For each classification listed, also report the corresponding total number of hours worked for the third calendar quarter (July, August, and September) of the year preceding your anniversary rating date.** Only report Oregon payroll and hours worked.

### **Notes:**

1. If you did not engage in contracting 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.
2. If you are a new business with 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.
3. In the absence of specific records for salaried employees, you should assume that each individual worked forty (40) hours per week.
4. If a specific anniversary rating date is not on the application, NCCI will assume that the policy effective date is the same as the anniversary rating date.

Please retain your payroll records that support the information you provide in this application. We will be required to verify the reported information for any credit applied.

If you have any questions, contact your insurance agent or your local SAIF representative.

Underwriting Division  
**saif**corporation