

To: MAIA Agents

From: WC Programs Department

Subject: Instructions for ERM -14

Below is the ERM-14 form that needs to be completed when there is a change in entity regarding name, structure and/or ownership.

For Massachusetts Insured: Once it is completed the form needs to be submitted to the (WCRIB) Workers' Compensation Rating and Inspection Bureau and the carrier that currently insures the risk being updated.

Agents may submit the ERM-14 to the MA WCRIB via the email address or fax number below:

Email: [customerservices@wcribma.org](mailto:customerservices@wcribma.org).

Fax: 617-439-6055

**CONFIDENTIAL REQUEST FOR INFORMATION**

The following confidential ownership statements may be used only in establishing premiums for any of your insurance coverages. It is extremely important that all questions be answered completely. The reverse side must be completed. Use additional forms if necessary. All such attachments must be signed by the same individual who signs the ERM form.

PURPOSE - Check one. If more than one category applies, complete a separate form for each purpose.

- \_\_\_\_\_ **Name Change** - Complete Column A to show the name/ownership before the change and Column B to show the name/ownership after the change.
- \_\_\_\_\_ **Combinability of Separate Entities** - Complete a separate column for each entity. Attach additional forms if necessary.
- \_\_\_\_\_ **Sale, Transfer or Conveyance of an Entity's Ownership Interest** - Complete Column A to show the name/ownership before the change and Column B to show the name/ownership after the change.
- \_\_\_\_\_ **Sale, Transfer or Conveyance of an Entity's Physical Assets to Another Entity Which Takes Over its Operations** - Complete Column A to show the name/ownership of the original entity and Column B to show the name/ownership of the acquiring entity.
- \_\_\_\_\_ **Merger or Consolidation** - Complete Columns A and B to show the original entities and Column C to show the surviving entity. Attach a copy of the legal agreement.
- \_\_\_\_\_ **Voluntary or Court-Mandated Establishment of a Trustee or Receiver, Excluding a Debtor in Possession, a Trustee Under a Revocable Trust or a Franchiser** - Complete Column A to show the name/ownership before the change and Column B to show the name/ownership of the trustee or receiver established.
- \_\_\_\_\_ **Formation of a New Entity** - Complete Column A. Use this category only when none of the categories shown above applies.

<b>INFORMATION</b>	<b>COLUMN A</b>	<b>COLUMN B</b>	<b>COLUMN C</b>
<b>Name and Street Address of Entity</b> (P.O. Boxes are not acceptable.)			
<b>Federal Employers Identification Number</b>			
<b>Carrier, Policy Number, and Effective Date</b>			
<b>Legal Status of Entity</b> (Corporation, Partnership, Sole Proprietorship, Trust, Receiver, ...)			
<b>Ownership:</b> <b>Corporations</b> - List names of all owners of 5% or more of the voting stock and number of shares owned. <b>Partnerships</b> - List each general partner and appropriate share in the profits. (For limited partnerships, list only the general partner.) <b>Other</b> - If no voting stock, list the members of the Board of Directors or comparable governing body.			
<b>Total Shares of Voting Stock Issued</b>			
<b>Date Ownership in Each Column Became Effective</b>			
<b>Indicate in each column whether the entity is active or inactive. If the entity was dissolved or is inactive, provide effective date.</b>			

