
**RETROSPECTIVE PREMIUM ENDORSEMENT SHORT FORM
INSTRUCTION SHEET**

1. If the insured has more than one policy subject to the same retrospective rating option, this endorsement is to be used to identify the policy that carries the Retrospective Premium Endorsement. Show that policy number in the space provided in this endorsement. Any other information necessary to identify that policy may be shown on this endorsement at the carrier's option.
2. If one-year policies are issued with a rating plan period longer than one year, this Short Form Endorsement should identify the first policy issued during the rating plan period, because that policy is the only one to be endorsed with the three-year or long-term retrospective premium endorsement.