
**RETROSPECTIVE RATING PLAN PREMIUM ENDORSEMENT ONE-YEAR PLAN
INSTRUCTION SHEET**

1. This endorsement is to be used for a one-year rating plan period.
2. Identify by policy number any other policy to be combined with this policy for retrospective rating. Other policies should be endorsed with Retrospective Premium Endorsement – Short Form to identify as being subject to this endorsement.
3. Show the amount of the loss limitation, if applicable, in Item 2 of the Schedule. If a loss limitation was not elected, enter appropriate text, such as “none,” “does not apply,” etc. If the limitation applies in some but not all states, name the states where it applies.
4. Item 3 of the Schedule is to be used to show the loss conversion factor, minimum retrospective premium factor, and the maximum retrospective premium factor.
5. Item 4 of the Schedule is used to show basic premium factors for 50%, 100%, and 150% of estimated standard premium. Additional columns may be added to show the basic premium factor for other percentages of estimated standard premium.
6. The Table of States may be printed at the beginning or end of the Schedule or printed separately. If printed separately, an appropriate attachment clause should be included on the Schedule, such as: “This Schedule includes the attached Table of States.” The display of information on the Table of States may be rearranged by the company.