
**POLICY INFORMATION PAGE ENDORSEMENT
INSTRUCTION SHEET**

1. This endorsement may be used in its present form by placing an X in the applicable block(s), or only the one or more applicable items may be shown.
2. If this endorsement is used as a company endorsement, the company form number should be used in place of WC 89 06 00 B endorsement number.
3. The Bureau copy must show exact title and " WC 89 - - " number for each applicable transaction, e.g., Insured's Name WC 89 06 01.
4. Modification factor changes (WC 89 04 06) or rate changes (WC 89 04 15) do not require premium entries in the Item 4. Change section.
5. Make appropriate entries to reflect applicable changes in Item 4.
6. This endorsement must not be used for Item 4. changes where standard endorsements are available to accomplish the intended purposes e.g., WC 00 04 07.
7. This endorsement must contain an attachment clause that includes the following critical fields: (a) Policy Number, (b) Insured Name, (c) NCCI Carrier Code, (d) Policy Effective Date, and (e) Endorsement Effective Date.
8. Any premium item changes not specifically identified in the endorsement, e.g., premium for increased limits – Item 3.B., should be inserted and identified in the Item 4. section.