

# Specific Waiver of Subrogation Job Exposure Worksheet

Failure to include complete and correct information on the Job Exposure Worksheet will result in the delay of processing the requested waiver of subrogation. Be advised of the following requirements:

1. In the Insured section, include the current name of insured as listed on the policy (do not include any DBA's).
2. Include the policy number as shown on the current policy.
3. If the job dates extend beyond the policy expiration date, the Waiver will not rollover to the renewal policy. You will need to advise your underwriter that a Waiver is required for the renewal policy.
4. In the *Name/Address of Party Requesting Waiver* section, the name and address must match the information exactly as it is listed on the certificate of insurance in addition to any required wording. (additional named insureds cannot be included on the workers compensation Waiver.)
5. The job location address on the Waiver must be a physical address.
6. Include a class code and description for every job that is listed on the exposure worksheet. Failure to include the class code and description will prevent the Waiver from being processed.
7. **Be advised that the wages for this job need to be segregated for auditing purposes.** Without the segregation, all the field payroll would be subject to the Waiver charge.
8. Please acknowledge by initialing below once a Specific Waiver is endorsed on your policy, it **cannot** be deleted. Also once a Specific Waiver is issued we cannot issue a Blanket Waiver.

**PLEASE PRINT CLEARLY**

**\*INITIAL HERE** (cannot process without initial – see #8 above)

Insured:			Policy Number:		
Policy Term:					
Work Description:					
Is this for an OCIP job?    Yes    No			If yes, does the OCIP cover workers Compensation?    Yes    No		
Job Contract Number (if any):					
Job Name:					
Job Location:					
Required by contract?    Yes    No			Work Dates: From:		To:
Is this request for a bid?    Yes    No					
Name of Party Requesting Waiver:					
Address of Third Party Requesting Waiver:					
Reason for Specific Waiver:					
CLASS CODE	CLASSIFICATION DESCRIPTION	JOB PAYROLL	BASE RATE		
Requested by (name and title):					