



# Quoting Best Practices

## 1. FEIN:

- If you don't have the FEIN, use the SSN.
- Never make up or enter a false FEIN.
- We are unable to offer a quote without a correct FEIN or SSN.

## 2. Effective Date:

- Make sure you enter the correct proposed effective date.
  - Our system retrieves the experience mod from NCCI when applicable but is unable to do so when the proposed effective date does not match the experience mod effective date. This results in an inaccurate quote.

## 3. Phone Number:

- Make sure you enter the correct phone number.
  - The phone number is used as criteria to identify potential existing quotes and policies.
  - If an incorrect phone number is entered, the submission may be referred to an Underwriter.

## 4. Years in Business:

- If a business owner is starting a new business and it is a true new venture, enter the current year.
- If a business owner has been running their business with no workers compensation coverage, enter the year the business began.

## 5. Loss History/Work-related injuries:

- It's important to enter three years of loss history.
    - If the business is a new venture, you do not need to enter loss information.
    - If the business had prior work comp coverage, enter the loss history as shown on the currently valued loss runs.
    - If a business has been in operation but has not had work comp and does not have loss runs, then include the work-related injuries associated with the business operation for the prior three years.
- \*Note:** When entering in the loss information, you do not need to enter report-only or medical-only claims under \$100 in the claim count as it could adversely affect pricing.

## 6. Class Code:

- If you don't know a class code, contact your Underwriter.

## 7. Payroll & Employee Count:

- The payroll and employee count matters. This is an indicator about the size of the operation.

## 8. Schedule Rating:

- You can add credits or debits.
- We add credit for written seat belt policies, drug and alcohol policies, ongoing safety training, and more!
- Make sure you have documentation to support the credits or debits.

## 9. Minimum Payroll Requirement:

- To obtain a work comp policy, there must be payroll.
- We do not write ghost policies, or policies without employees when the owner is excluded.
- For residential and commercial construction risks, there must be at least \$10,000 in employee payroll or the owner/officer is required to be included in coverage.

## 10. Written Safety Program:

- A written safety program is required for all residential and commercial construction businesses.
- Use your client's written safety program or create one by visiting our website – <https://www.mem-ins.com/resources>.

## 11. Out of State Exposure:

- If a business performs work in other states on an ongoing or temporary basis and/or drives through other states (such as trucking), we need to know so we can provide you with Other States Coverage.
- For transportation businesses, please send a Transportation Supplemental Form (found on our portal) with all submissions.

## 12. Duplicate Entries:

- Only enter one submission even if you make a mistake.
- If you have entered the FEIN and legal business name already and need to make a change, contact your Underwriter with the correct information.

**Still Having Trouble? We're here to help. Chat, call or email Customer Care for assistance.**

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