

**NEW YORK CONSTRUCTION CLASSIFICATION PREMIUM ADJUSTMENT PROGRAM
APPLICATION INSTRUCTIONS**

- 1) Determine the classification code applicable to **all employees** of the business. This includes clerical workers, salespersons and executive officers (unless they are excluded from coverage) but does **not** include subcontractors and independent contractors.
- 2) List each classification code on the application (unless the insurance carrier has already done so). **This includes** both **eligible** and **non-eligible** classification codes.
- 3) Determine the limited payroll (excluding premium overtime pay, bonuses, commissions) and hours worked for each employee performing commercial work in accordance with the Payroll Limitation Law. For employees performing work on one or two-family residential housing, report the total gross wages and hours worked. The program uses the third quarter (July, August, and September) payrolls as shown below:

Policy Inception Date	Third Quarter Payroll
April 1, 2002 thru March 31, 2003	2001
April 1, 2003 thru March 31, 2004	2002
April 1, 2004 thru March 31, 2005	2003
April 1, 2005 thru March 31, 2006	2004
April 1, 2006 thru March 31, 2007	2005

(Premium overtime pay is the amount paid over and above straight time. As an example, if someone worked 40 hours @ \$6 an hour and 2 hours @ \$9 an hour, the employee should be included on the application for 42 hours @ \$6 per hour (\$252). The additional \$3 paid for the 2 hours of overtime is excluded as long as the payroll records are properly maintained.)

Total the payrolls and hours worked by classification code as well as by the type of work performed (residential or commercial). List each applicable classification code on the application showing the residential total payroll and the limited commercial payroll on separate lines. This means that the same classification code could appear twice on the same application. Hours worked for non-eligible classification codes are not required. The payrolls of all employees are to be included, even those earning an hourly wage that is less than the minimum hourly wage for eligibility under the program (currently \$15.50 per hour).

The program grants credits based on the **average** hourly wage for those classification codes eligible for the program. If an employer has more than one policy which can be combined for experience rating purposes, include the total wages and hours worked for all policies on the application. An example of this would be wrap-up policies.

- 4) List **each** executive officer on a **separate** line showing the applicable classification code for each executive officer. Also indicate each executive officer's title.
- 5) List the actual quarterly wages for each executive officer. If the officer is included under a classification code that is eligible under the Payroll Limitation Law, use the limited payroll for that executive officer for the required 520 hours per quarter.
- 6) Sign and date the application and mail the application to:

New York Compensation Insurance Rating Board
200 East 42nd Street
New York, NY 10017
Attention: Terry Gerics, Executive Assistant

ELIGIBLE CLASSIFICATION CODES

0042	5040	5188	5402	5474	5538	5701	6204	6254	7536	9539
3365	5057	5190	5403	5479	5545	5703	6216	6259	7538	9545
3724	5059	5193	5428	5480	5547	5709	6217	6260	7601	9549
3726	5069	5213	5429	5491	5606	6003	6229	6306	7855	9553
3737	5102	5221	5443	5506	5610	6005	6233	6319	8227	
5000	5160	5222	5445	5507	5645	6017	6235	6325	9526	
5022	5183	5223	5462	5508	5648	6018	6251	6400	9527	
5037	5184	5348	5473	5536	5651	6045	6252	6701	9534	

NOTE: This application must be received by the Rating Board six (6) months prior to the policy renewal date. If it is not received prior to the due date, it must be accompanied by a letter stating the reason(s) for the delay. However, the Rating Board will not accept or process any application received more than twelve (12) months after the policy renewal date whether or not it is accompanied by a letter.