



## State Fund's Guide to Complete Submissions

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### Greetings!

State Fund continues to play a unique and critical role in the California workers' compensation insurance market. In addition to being an available market for California's employers, they have a responsibility to provide fairly priced workers' compensation insurance. In order to achieve fair pricing, State Fund will be tightening up their submission requirements. State Fund has provided a new job aid to assist with the required information. Over the next couple months, you may see an increase in requested information from RIC. We appreciate your assistance during this time. Please review the job aid below and let us know if you have any questions.

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### State Fund's Guide to Complete Submissions for Workers' Compensation Insurance

All new business submissions should include the required information listed below to be considered a complete submission. ***If an application is not complete, it will be closed and resubmission is required.***

#### Please include the following information in your submission:

1. ***Business Operations*** - Detailed description of all operations of the risk, including job duties.
2. ***Four Years of Loss History*** - Valued within 100 days of the policy effective date and provided with the submission.
3. ***License information*** - Should be verified as current and active prior to submission.
4. ***Ownership information*** - Legal names properly formatted and applied based on the

entity.

5. **Payroll information** - For the projected policy period, and the previous two years when applicable.

## **Business Operations**

[Click here for more information on Business Operations](#)

**Four Years of Loss History** - When applicable, four years of Loss History information and valid loss runs must be provided at the time of submission. Due to the business need to issue accurate and timely quotes, there are no exceptions to this requirement. The loss runs that you attach to the submission must be on the carrier's letterhead and valued within 100 days of the policy effective date. Click below for more information on how RIC's enters the loss runs into State Fund's system PriceNow.

[Click here for more information regarding Losses](#)

**License** - The State of California requires businesses in specific industries to have appropriate licensing to operate. Licenses should be verified with the appropriate licensing board prior to submitting for coverage. The License name must match the Business or Trade name exactly.

[Click here for more information regarding Licensing](#)

**Ownership** - Complete ownership information is required to properly underwrite a submission because it can have an impact on coverage. The ownership not only determines who is covered on the policy, but also dictates who is legally liable for payment of the policy. Such information will also help ensure we can properly address potential combinability issues, if the business owners are already insured with State Fund on another policy.

[Click here for more information regarding Ownership and Entities](#)

**Payroll** - Accurate payroll information for each business location is required to provide an accurate price indication. Accurate payroll estimates help determine accurate pricing for the risk, and reduce the likelihood of substantial differences in the final audit of the policy.

[Click here for more information regarding Payroll](#)

If you have questions, please contact RIC Insurance General Agency at 855-851-7827.  
We appreciate your assistance during this transition and look forward to working with you.

Access State Fund  
RIC Insurance General Agency, Inc.

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