

## Correct or Change an Issued Policy

How to correct or change incorrect business name, FEIN/SSN, business entity, or incomplete names of owners and officers:

### **Workers Compensation:**

- Per NCCI : ERM-14 Form may be submitted via online application or PDF for reporting changes in ownership, mergers, consolidations, or a combination of entities.
- biBerk requires an ERM-14 for all policies specifically for workers' compensation for any name update (not DBA and or clerical/spelling error related), adding Partners, updating FEIN (even if clerical), and entity change.
- Get the ERM 14 completed and signed by the insured. Here is the link for form and instructions: [https://www.ncci.com/Articles/Pages/UW\\_ERM14\\_Form.aspx](https://www.ncci.com/Articles/Pages/UW_ERM14_Form.aspx)
- Email the completed ERM-14 to [underwriting@biberk.com](mailto:underwriting@biberk.com) and add conversations in the biBerk Partners Portal (BSP).

### **BOP/GL/UM and PL:**

- ERM 14 is not needed for these policies.
- Provide the correct information and convey any changes to operations and or ownership via conversations in the biBerk Partners Portal (BSP).

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