

AGENTS PLEASE CONTACT YOUR LUBA UNDERWRITER TO ENDORSE ANY POLICIES ADDING THE NEW CLASS CODE 0012.
BELOW IS A STEP-BY-STEP GUIDE BASED ON EACH OF OUR PAYMENT PLANS TO ASSIST YOU.

TYPE OF BILL PLAN

ESTIMATED INSTALLMENT POLICIES

Endorse the policy to include estimated payrolls for class code 0012

Subtract those 0012 payrolls from each original class code.
We cannot simply subtract from the governing class code.

If a midterm audit is needed to help determine new payrolls,
please contact us at premiumaudit@lubawc.com

MONTHLY SELF REPORTING POLICIES

Endorse the policy with class code 0012 on an "if any" basis (\$0)

Add payrolls to 0012 and subtract them from each original class code. We cannot simply subtract from the governing class code.
** This may impact the policyholder's deposit due at renewal.

If a midterm audit is needed to help determine new payrolls,
please contact us at premiumaudit@lubawc.com

Endorsement Effective Date: 3/1/2020 or renewal date (if after 3/1/2020)

LUBA Underwriting Department: **225.389.5822** or **888.884.5822 (toll free)**



Genuine Dependability™