



**Bureau of Workers'
Compensation**

30 W. Spring St.
Columbus, OH 43215-2256

Governor **John R. Kasich**
Administrator/CEO **Stephen Buehrer**

ohiobwc.com
1-800-OHIOBWC

DATE

POLICY NAME
TRADING AS NAME
ADDRESS 1
ADDRESS 2
CITY STATE ZIP

Succeeding Employer: **POLICY NAME**
Policy Number: **9999999**

Former Employer: **POLICY NAME**
Policy Number: **9999999**

Dear Employer:

We understand you have acquired all or part of the operations of another business. This action requires you to notify BWC of the succession.

We could not locate a BWC policy number for your business. However, if you have a policy with us, please complete the enclosed *Notification of Acquisition/Merger or Purchase/Sale* (U-118). Return it to us in the self-addressed envelope **within 15 days**.

- If you are the successor for the entire operation, we will transfer all of the former employer's existing and future liabilities or credits to you.
- If you are the successor for just a part of the operation, only the former employer's experience will transfer to you.

We will base your workers' compensation rate(s) on the former employer's experience or the combined experience of all employers involved in the transaction if you established coverage prior to acquiring the business. If we do not receive your completed U-118 within 15 days, we will automatically transfer the former employer's liabilities or credits to you.

In addition, all employers in Ohio with one or more employees must carry workers' compensation coverage. If you do not have a policy with BWC, you must complete the enclosed *Application for Ohio Workers' Compensation Coverage* (U-3) and return it **immediately** to us in the self-addressed envelope. You also have the option of **submitting your application online at ohiobwc.com**. If we do not receive your application within 15 days, we will refer the matter to our employer compliance or special investigations departments for follow-up.

If you have questions about this notice or wish to speak with a customer service representative about your policy, please call **1-800-OHIOBWC**. We appreciate your prompt attention to this matter.

Sincerely,

Michael Glass
Director,

Underwriting and Premium Audit Department
Encls.