



## Submission Checklist

- Acord Application
- Completed Staffing Lines Supplemental Application ([www.staffinglines.com](http://www.staffinglines.com))
- Five Years Currently Valued Carrier Loss Runs (valued within 90 days of effective date)
- Most Current Experience Mod Worksheet – if no mod, copies of the last 3-4 workers' compensation audits
- Details on all claims above \$25,000 (spreadsheet located at [www.staffinglines.com](http://www.staffinglines.com) for use)
- Class Code Referral Form (found at [www.staffinglines.com](http://www.staffinglines.com)) for any Red, Yellow or Green classes – refer to the Class Code Eligibility Guidelines located at [www.staffinglines.com](http://www.staffinglines.com)
- Copy of the Applicant's Return to Work Policy
- Copy of the Applicant's Written Safety Program
- Copy of the Applicant's Accident Investigation Template
- Copy of the Applicant's Job Site Inspection Template
- Copy of the Applicant's Employee Safety Training Program
- Other:

Applicant Name:

Eff Date:

Notes: