

Dear PERMA Member,

Over the past few years, PERMA has been working to get more accurate data regarding the concentration of employees at our members various locations. This information is needed for PERMA's excess insurance provider to better map out their maximum risk at different locales across the state.

PERMA's broker has asked us this year to get even greater detail from our membership. The more information we have, the larger the number of markets that will consider offering excess coverage to PERMA to protect our membership. It should also enable us to negotiate more favorable rates for PERMA's excess policy.

Enclosed is an employee concentration worksheet that we need each of our members to complete as soon as possible. We have included a sample to assist with the completion of the worksheet as well.

If you would prefer to submit the worksheet electronically, please visit <https://secure.perma.org/services/underwriting/>, and click on "PERMA Membership Employee Concentration Form."

Please note the following:

- It is understood that it may be difficult to provide exact numbers. Please complete with your best estimates.
- Each main building should be listed separately.
- Be sure to indicate if there are more than one shift, since it impacts the maximum number of people at a location at one time.
- Do **NOT** complete the last three columns unless there are greater than 200 employees at that location at one time.

We thank you for your assistance with gathering this data and understand that you may have questions on this matter. Please feel to contact the PERMA Underwriting department at your convenience.