

Ownership (ERM-14) Form Instructions

This application is intended for Businesses, Carriers, Agents, Brokers, and Insureds to view and edit their information. The purpose is to report changes in a business's ownership or legal status. It is used for changes such as mergers, acquisitions, reorganizations, or changes in legal entity status, which enable the bureau to calculate the business experience modification rating and merit rating correctly.

Additional questions can be sent to: underwritinginquiries@pcrb.com. 215-320-4422

To complete the process:

- Visit PCRB.com or DCRB.com.
- Navigate to the "Industry Resources" section.
- From the dropdown menu, select "Forms" and click on the hyperlink provided.
- A login prompt will appear, asking you to enter one of two access codes (Policy Number or Bureau File Number).
 - This will enable you to access our internal application.
- Proceed to the Authenticator and check “I am not a robot”, hit Open Form.
- Once the form opens, each question will guide you down the desired path to expedite the process in a concise, thoughtful way.



The screenshot shows the login interface for the PCRB DCRB Ownership Form. At the top, the logo consists of the letters 'P', 'C', 'R', 'B' in blue boxes followed by 'D', 'C', 'R', 'B' in green boxes, with the tagline 'TRUSTED | ESSENTIAL | OBJECTIVE' below it. The text 'Enter code below to access' is centered. Below this is the title 'Ownership Form'. A red rectangular box highlights the selection area containing two radio buttons: 'Policy Number' (which is selected) and 'Bureau File Number'. Below the selection area is a text input field with the placeholder text 'Enter Policy Number'. Further down, there is a line of text: 'For assistance, contact the Underwriting team at underwritinginquiries@pcrb.com or 215-320-4422.' Below this is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo with links for 'Privacy' and 'Terms'. At the bottom center is a blue button labeled 'Open Form'.

CONTACT INFORMATION:

- Full Name
- Title
- Email Address
- Phone Number

INSURED INFORMATION:

- Name of Insured: Prepopulated from Optimus
- Carrier: Prepopulated from Optimus
- Name of carrier if the above is incorrect:
- Carrier Address:
- State:
- Zip:

The screenshot shows the 'Ownership Form ERM-14' with a progress bar at the top indicating steps: Contact Info, Transaction Info, Entity Info, Questions, File Uploads, Comments, and Certification. The 'CONTACT INFORMATION' section includes fields for Full Name (with a placeholder 'First and last name'), Title, Email Address, and Phone Number. Below this is the 'INSURER INFORMATION' section, which includes fields for Name of Insured (prepopulated with 'Pump IT LLC'), Carrier (prepopulated with 'Harford Mutual Insurance Co'), Name of carrier if the above is incorrect, Carrier Address, State (a dropdown menu), and Zip. A 'Next' button is located at the bottom right.

TRANSACTION INFORMATION:

- Select the State for which the transaction applies: PA, DE, or Both
- Select the primary reason for the submission

NAME OR ENTITY STATUS CHANGE

- Name of the entity before the change and the name of the entity after the change.

COMBINATION OF SEPARATE ENTITIES

- Two or more entities share common majority ownership (more than 50% common ownership in each entity). Entities may be combined for experience rating if two or more entities share a common majority owner and wish to be written on one policy.

Note: Include the date interest was acquired in each entity.

FORMATION OF A NEW ENTITY

- Creating a business structure, such as an LLC or corporation, by choosing a name, filing paperwork with the state, and complying with other federal and state regulations.

The screenshot shows the 'Ownership Form ERM-14' with the same progress bar as the previous form. The 'TRANSACTION INFORMATION' section includes a 'Select the State for which this transaction applies:' section with radio buttons for DE, PA (selected), and BOTH. Below this is a 'Select the primary reason for this submission:' section with radio buttons for Name or Entity Status Change Only, Combination of Separate Entities, Formation of a New Entity, Merger or Consolidation, Sale, Transfer or Conveyance of All or a Portion of an Entity's Ownership Interest, Sale, Transfer or Conveyance of an Entity's Physical Assets to Another Entity That Takes Over its Operations, and Irrevocable Trust or Receiver Established Voluntarily or by Court Mandate or Revocable Trust or Franchisor. There are also fields for 'Change Effective Date:' and 'Date this ownership change was reported in writing to your insurance carrier:' both with date pickers. 'Previous' and 'Next' buttons are at the bottom.

MERGER OR CONSOLIDATION

- Merger - When two or more entities are merged into one surviving entity.
- Consolidation - When two or more entities are combined into an entirely new entity.
- Note: Include the date the merger or consolidation occurred.

SALE, TRANSFER, OR CONVEYANCE OF ALL OR A PORTION OF AN ENTITY'S OWNERSHIP INTEREST

- An entity's assets have been sold or transferred. The acquiring entity has taken over the operations, and the selling entity has retained its legal business name.

SALE, TRANSFER, OR CONVEYANCE OF AN ENTITY'S PHYSICAL ASSETS TO ANOTHER ENTITY THAT TAKES OVER ITS OPERATIONS

- An entity's assets have been sold or transferred. The acquiring entity has taken over the operations, and the selling entity has retained its legal business name.

IRREVOCABLE TRUST OR RECEIVER ESTABLISHED VOLUNTARILY OR BY COURT MANDATE, OR REVOCABLE TRUST OR FRANCHISOR

- A change has occurred to the business, either voluntarily or by court mandate, requiring the entity to be put in a trust or receivership.
- CHANGE EFFECTIVE DATE: The date the change occurred.
- DATE THE OWNERSHIP CHANGE WAS REPORTED IN WRITING TO YOUR INSURANCE CARRIER.

ENTITY INFORMATION: PENDING ON THE PURPOSE, SELECT: ENTITY INFORMATION BEFORE CHANGE WILL PREPOPULATE INFORMATION BASED ON THE MOST RECENTLY SUBMITTED POLICY.

- Use the toggle to indicate if the entity information is before or after the change. (Before Change or After Change)
Purpose affected: Name or Entity Status Change Only, Merge or Consolidation, Sale, Transfer or Conveyance of All or a Portion of an Entity's Ownership Interest, Irrevocable Trust or Receiver Established Voluntarily or by Court Mandate, or Revocable Trust or Franchisor.

ENTITY INFORMATION BEFORE CHANGE

- NAME OF BUSINESS (LEGAL NAME OF ENTITY)- Furnish both name and location of each entity before and after the change.
- FEIN: PREFILLED BASED ON LATEST POLICY
- LEGAL STATUS: MAKE A CHOICE BASED ON THE TYPE OF CHANGE
- PRIMARY ADDRESS: PREFILLED BASED ON LATEST POLICY
- CITY: PREFILLED BASED ON LATEST POLICY
- STATE: PREFILLED BASED ON LATEST POLICY
- ZIP: PREFILLED BASED ON LATEST POLICY
- POLICY NUMBER: PREFILLED BASED ON LATEST POLICY
- POLICY EFFECTIVE DATE: PREFILLED BASED ON LATEST POLICY
- SELECT ALL THAT APPLY: MAKE A CHOICE BASED ON THE TYPE OF CHANGE

The screenshot shows a web form titled "Ownership Form ERM-14" with a link to "Click here for instructions". A progress bar at the top indicates the current step is "Entity Info". The section is titled "ENTITY INFORMATION BEFORE CHANGE" with a note: "If any of the information listed below is incorrect, please contact the Underwriting team at 215-320-4422 for assistance." The form contains the following fields:

- Name of Business (Legal Name of Entity):** Pump IT LLC
- FEIN:** 850911433
- Legal Status:** A dropdown menu with "Choose..." selected.
- Primary Address:** Various Locations
- City:** Landenberg
- State:** PA
- Zip:** 19103
- Policy Number:** WC108393010
- Policy Effective Date:** 7/24/2025 12:00:00 AM

Below these fields is a section titled "Select all that apply:" with three checkboxes:

- ☐ Name Change
- ☐ Legal Status Change
- ☐ Address Change

At the bottom of the form are "Previous" and "Next" buttons.

ENTITY INFORMATION RESULTING FROM CHANGE: PENDING ON THE PURPOSE, ADDITIONAL QUESTIONS WILL BE ASKED.

- When listing ownership for each entity, remember:
 - List all names of owners and their individual shares held
 - If it is a partnership, list all general partners' names and their percentage of ownership.
 - If it is a corporation, list owners and their percentages of 5% or more voting stock.
 - If an entity is other than a sole proprietor, partnership, limited liability company (LLC), or corporation, list the governing board of each entity. List the total shares of stock issued.
 - If it is a Combination, enter each entity to be combined: List complete ownership for all entities. Include the date ownership was acquired for each entity. Answer the question regarding employee retention.
 - If combining more than two entities, toggle the Add another entity to Yes.
- If it is a Change of Entity Status:
 - List the name/entity status and ownership before the change (prepopulated) and the name/entity status after the change.
- If it is a Merger/ Consolidation:
 - List the names of the entities and the ownership of each entity involved.
 - List the name and ownership of the remaining entity.
 - List of the amount regarding employee retention.

ADDITIONAL QUESTIONS: Depending on the purpose selected, specific questions will appear, requiring further explanation.

Ownership Form
ERM-14
[Click here](#) for instructions

Contact Info Transaction Info Entity Info Questions File Uploads Comments Certification

ADDITIONAL QUESTIONS

1. Has this entity used a different name in the past four years?
No ☒ Yes

2. Does the entity share related common majority ownership with any entity not listed on the previous screen?
No ☒ Yes

3. Was this entity related to another entity through common majority ownership in the last four (4) years?
No ☒ Yes

Previous Next

SUPPORTING DOCUMENTATION

File Uploads: To support your submission, you may upload additional supplemental documents such as organizational charts, legal agreements, merger and acquisition records, and other relevant materials.

- Only PDF files are accepted.
- Ensure all documents are clear, complete, and relevant to your submission.

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ERM-14
Click [here](#) for instructions

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FILE UPLOADS
To support your submission, you may upload additional supplemental documents such as organizational charts, legal agreements, merger and acquisition records, and other relevant materials.

- Only .PDF files are accepted.
- Ensure all documents are clear, complete, and relevant to your submission.

Choose file No file chosen

Previous Next

Comments: Enter any pertinent information related to your submission of business ownership details in the text box below.

Ownership Form
ERM-14
Click [here](#) for instructions

Contact Info Transaction Info Entity Info Questions File Uploads Comments Certification

Enter any pertinent information related to your submission of business ownership details in the text box below.

Previous Next

ELECTRONIC SIGNATURE

☒ Please check the box to certify that the information contained on this form is complete and accurate.

- Name of person completing the form.
- Name of the Owner, Partner, or Executive Officer must be included on the form.
- Submission Date.

The screenshot shows a web form titled "ELECTRONIC SIGNATURE". At the top, a progress bar has seven steps: Contact Info, Transaction Info, Entity Info, Questions, File Uploads, Comments, and Certification. The "Certification" step is currently active. Below the title, a paragraph states: "By completing and signing the DCRB/PCRB electronic Ownership form, you authorize the use of electronic signatures and agree to receive all communications, including emails and documentation, electronically." Below this is a checkbox with the text "I certify that the information contained on this form is complete and correct." The form then has three main sections: 1. "Name of person completing the form:" with a text input field labeled "First and last name". 2. A note: "By filing out the name, you are signing on behalf of the owner, as an authorized representative or agent for the owner, Partner, or Executive Officer." 3. Two input fields: "Name of Owner, Partner, or Executive Officer:" (labeled "First and last name") and "Title:". Below these is a "Submission Date:" section with a date input field showing "12/09/2025". At the bottom left is a "Previous" button and at the bottom right is a "Submit" button.

SUBMIT

- Once the information is filled out, hit the Submit button. Information will be sent to our internal application, where the analyst will review and validate all requests, changes, or updates in our system.
- At any time, during your submission, you can elect to Save the form without Submitting or Cancel to start over. If you elect to save, you have up to one week to return and complete the process. This allows the submitter to enter the Policy # or the Bureau # on the Intermediary page, return where they left off, and complete the form.
- If you do not return, the information you submitted will be deleted and cleared, and you can start over.

The screenshot shows a dark gray dialog box with the title "Welcome to the PCR/DCRB Correspondence Manager" in blue text. Below the title are two blue buttons: "Save form without Submitting" and "Cancel".