Idaho Workers’ Compensation Deductible Policy Report (IC-4008LD) Instructions

**THIS REPORT MUST BE COMPLETED BY AN AUTHORIZED INSURANCE COMPANY AND SENT ANNUALLY TO THE IDAHO INDUSTRIAL COMMISSION, EVEN IF YOU HAVE NONE. THIS REPORT MUST BE RECEIVED IN THIS OFFICE NO LATER THAN MARCH 3RD**.

If your company has filed for an endorsement with the Idaho Department of Insurance to offer a Workers’ Compensation Deductible Program to its Idaho employers, the following annual reporting information is required. The information should include all policies with a deductible limit issued within the calendar year (whether or not they are “booked” or “processed”) including those policies with zero premiums. Additionally, policies with any adjustments, audits, refunds, and/or credits that occurred during the calendar year are to be included.

**The report requires the acknowledgement of policies written to professional employer organizations (PEO).** Employers that contract risk management services to PEO’s are functionally co/sub-policyholders. In the subsequent tab named “PEO Policy Report”, all carriers must individually document all employers that are covered under the PEO’s policy.

**For the Deductible Policy Report Page:**

HEADING: Print the name of the Insurance Company and the calendar year.

COLUMN 1: COUNT – The number of deductible policies written by the authorized Insurance Company. If more than 25 policies will be listed, add more rows and include the count**.**

COLUMN 2: POLICYHOLDER NAME – Policyholder/Insured’s name.

COLUMN 3: POLICY NUMBER – Policy number assigned to the policyholder.

COLUMN 4: EMPLOYERS OTHER THAN THE POLICYHOLDER COVERED UNDER THE POLICY? (Y/N) – If “Y,” please fill out IC-4008LD: Idaho Worksite Employer Page must be filled out.

COLUMN 5: POLICY EFFECTIVE DATE – The date the policy goes into effect.

COLUMN 6: POLICY END DATE – The date the policy expires or if cancelled before, the cancellation date.

COLUMN 7: DEDUCTIBLE LIMIT – The retention limit applicable to the policy for Idaho exposure.

COLUMN 8: NET PREMIUM WRITTEN BEFORE DEDUCTIBLE – The Workers’ Compensation Premium Amount attributable to Idaho only employees that would have been charged to the policyholder if the deductible credit was not taken.

COLUMN 9: NET PREMIUM WRITTEN AFTER DEDUCTIBLE – The Workers’ Compensation Premium Amount attributable to Idaho only employees actually charged to the policyholder.

TOTALS: Provide the totals for Column 7 (Premium Before Deductible) and Column 8 (Premium After Deductible).

**IC-4008LD: Idaho Worksite Employer Page**

HEADING: Print the name of the Insurance Company and the calendar year.

COLUMN 1: COUNT – The number of employers covered under deductible policy. If more than 25 employers will be listed, add more rows and include the count**.**

COLUMN 2: PEO POLICYHOLDER NAME – Policyholder/Insured’s name.

COLUMN 3: POLICY NUMBER – Policy number assigned to the policyholder.

COLUMN 4: WORKSITE EMPLOYERS COVERED UNDER POLICY – Employers that are covered under the policyholder.

**Submit reports in Excel format to wc.analysts@iic.idaho.gov**

 If you have any questions, please contact one of the Workers’ Compensation Financial Analysts:

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| For company names that begin with: | A-L | Alan Pace at  | (208) 334-6083 or | alan.pace@iic.idaho.gov  |
| M-Z | Chandra Tubbs at  | (208) 334-6026 or | chandra.tubbs@iic.idaho.gov |
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