

IC-4008LD Instructions

For the Workers' Compensation Deductible Policy Report



This report must be completed by an **AUTHORIZED INSURANCE COMPANY** and submitted annually to the Idaho Industrial Commission, **EVEN IF YOU HAVE NO POLICIES.**

THIS REPORT MUST BE E-MAILED TO WCA@IIC.IDAHO.GOV NO LATER THAN MARCH 3rd

Your company is only **AUTHORIZED** if they have 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 and should include:

- ALL** policies with a deductible limit, **issued** within the **calendar year**.
 - Whether or not they are "booked" or "processed".
 - Includes policies with zero premiums.
- ALL** policies with **any transactions** (adjustments, audits, refunds, and/or credits) that occurred during the **calendar year**.

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 20 policies will be listed, add more rows and include the count.
COLUMN 2:	POLICYHOLDER NAME Policyholder/Insured's name.
COLUMN 3:	NCCI POLICY NUMBER Policy number assigned to the policyholder, as reported to NCCI.
COLUMN 4:	IS A PEO? (Y/N) If "Y," for ANY policy, please complete PEO Policy Report Page (second excel sheet)
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: PREMIUM BEFORE DEDUCTIBLE

The Workers' Compensation **Net Premium Written** Amount attributable to Idaho only employees that **would have been charged** to the policyholder if the deductible credit was not taken.

COLUMN 9: PREMIUM AFTER DEDUCTIBLE

The Workers' Compensation **Net Premium Written** Amount attributable to Idaho only employees **actually charged** to the policyholder

TOTALS: Provide the totals for Column 8 (Premium Before Deductible) and Column 9 (Premium After Deductible).

If you answered "Y," to any policy in **column 4** of above Deductible Policy report, the IC-4008LD: PEO Policy Report page **MUST BE** completed.

FOR THE PEO 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: NCCI POLICY NUMBER

Policy number assigned to the policyholder, as reported to NCCI.

COLUMN 3: PEO POLICYHOLDER NAME

Policyholder/Insured's name.

COLUMN 4: WORKSITE EMPLOYERS COVERED UNDER POLICY

Employers that are covered under the policyholder

Submit reports in Excel format to wca@iic.idaho.gov

If you have any questions, please contact one of our Financial Specialists

For company names that begin with: || (any) wca@iic.idaho.gov, shared by below Financial Specialists
|| A-M Alan Pace at (208) 334-6083 or alan.pace@iic.idaho.gov
|| N-Z Eric Summers at (208) 334-6026 or eric.summers@iic.idaho.gov