

RESPONSE REQUIRED

1. **Do you currently have employees working in the state of Idaho? This includes employees that are telecommuting or working from any Idaho location?**

Yes _____ No _____ Future Hire Date _____

Number of Idaho Employees or Employees working In Idaho? _____ Idaho 1st Hire Date _____

Work Comp Policy Number? _____ Effective Date _____

Idaho requires a named insured on the policy for the business reporting wages to Idaho Department of Labor. If your business is covered under another name, please indicate here _____

List your business Federal Employer Identification Number (FEIN): _____

What is the business' legal status? Corporation, Limited Liability Corp, Sole Prop, Partnership, etc? For example, how did you register your business with your home state Secretary of State? (may be different than tax filing status)

What is the legal name of your business? _____

2. **If any of the following apply to your business, please fill in the appropriate information:**

Out of Business? Yes ___ No ___ Date business closed _____

Business Sold? Yes ___ No ___ Date business sold _____

Purchaser's name _____ Purchaser's phone # _____

Purchaser's email _____ New business name _____

Purchaser's address _____

3. **Please list the owners and/or responsible parties for this business:** _____

4. **Are you operating this business with exempt owners only?** If yes, answer the following for each:

Attached additional page if needed

Owner's name _____ Position _____ % Owned _____

Owner's name _____ Position _____ % Owned _____

Owner's name _____ Position _____ % Owned _____

Completed by _____

Date _____

Position _____

Phone Number _____

Email _____

Mailing address _____

Please be aware the Industrial Commission only accepts electronic filings from the National Council on Compensation Insurance (NCCI). The following steps must be followed for your policy to meet Idaho's Proof of Coverage Requirements:

- a) The insurance company must be licensed to write worker's comp insurance in Idaho
- b) The policy must have Idaho endorsed in section 3A on the Declaration Page.
- c) The insurance carrier must file the policy with NCCI.
- d) NCCI must forward an electronic filing of the policy to the Industrial Commission (IDAPA 17.02.10)