



To: All Tennessee Self-Insured Employers – Workers’ Compensation Self-Insured Program

Re: Excess Policy Requirements

The Tennessee Department of Commerce and Insurance (“TDCI”) requires all self-insured employers to submit the documents listed below related to the required maintenance of excess insurance pursuant to Tenn. Comp. R. & Regs. 0780-01-83-.06:

1. An Acord, Binder, or Certificate page must be submitted for a renewal of a current excess policy and is due on or before the expiration date of the existing policy;
2. An Acord, Binder, or Certificate page must be submitted when an excess policy is issued by a new insurance carrier and is due on or before the expiration date of the existing policy;
3. An Acord, Binder, or Certificate page must be submitted when the Self-Insured Retention (“SIR”) level with the current insurance carrier is changed;
4. An SIR certification signed by a qualified actuary must be submitted and is due on or before the expiration date of the existing policy;
5. The complete set of excess policy information must be filed with TDCI within 90 days from the expiration date;
6. A non-renewal of a policy is required to be reported at least 60 days before the end of the policy.

Pursuant to Tenn. Code Ann. § 50-6-405(b)(4) and Tenn. Comp. R. & Regs 0780-01-83-.13(2), failure to file the above required documents authorizes the Commissioner to assess a civil penalty of one hundred dollars (\$100) per day for each day of delinquency or to suspend or revoke a self-insurer’s certificate of authority.

Should you have any questions, please contact TDCI.Selfinsured1013@tn.gov.

Sincerely,

Kurt A. Polasko, CFE, ACI, APIR
Insurance Financial Manager



REQUIREMENTS FOR SELF-INSURED WORKERS' COMPENSATION SINGLE EMPLOYER

(Pursuant to Tenn. Code Ann. § 50-6-405 and Tenn. Comp. R & Reg. 0780-01-83)

Updates of Excess Policy Information

The Tennessee Department of Commerce and Insurance (“TDCI”) requires all self-insured employers to submit the documents listed below related to the required maintenance of excess insurance pursuant to Tenn. Comp. R. & Regs. 0780-01-83-.06:

1. An Acord, Binder, or Certificate page must be submitted for a renewal of a current excess policy and is due on or before the expiration date of the existing policy;
2. An Acord, Binder, or Certificate page must be submitted when an excess policy is issued by a new insurance carrier and is due on or before the expiration date of the existing policy;
3. An Acord, Binder, or Certificate page must be submitted when the Self-Insured Retention (“SIR”) level with the current insurance carrier is changed;
4. An SIR certification signed by a qualified actuary must be submitted and is due on or before the expiration date of the existing policy;
5. The complete set of excess policy must be filed with TDCI within 90 days from the expiration date;
6. A non-renewal of a policy is required to be reported at least 60 days before the end of the policy.

Pursuant to Tenn. Code Ann. § 50-6-405(b)(4) and Tenn. Comp. R. & Regs 0780-01-83-.13(2), failure to file the above required documents authorizes the Commissioner to assess a civil penalty of one hundred dollars (\$100) per day for each day of delinquency or to suspend or revoke a self-insurer’s certificate of authority.

Should you have any questions, please contact TDCI.Selfinsured1013@tn.gov.

