

#### APPLICATION REQUIREMENTS FOR SELF-INSURED WORKERS' COMPENSATION SINGLE EMPLOYER

(per Tenn. Code Ann § 50-6-405 and Tenn. Comp. R & Reg. Ch. 0781-01-83)

Effective: November 1, 2024

An employer applying to be a self-insured workers' compensation single employer in the State of Tennessee must provide the following information within 30 days of your request. Reviews cannot be completed until all items are complete and received:

- 1. A \$675 non-refundable application fee, pursuant to T.C.A. §50-6-405(b), 56- 4-101(2)(1), and Tenn. Comp. R. & Regs. 0780-01-83-.04(1).
- 2. Completed electronic application in CORE at <a href="https://access.cloud.commerce.tn.gov/portal/public">https://access.cloud.commerce.tn.gov/portal/public</a>, pursuant to Tenn. Comp. R & Regs. 0780-01-83-.04(1), biographical affidavit and background check reports. The biographical affidavit on all officers and directors can be located at <a href="http://www.naic.org/documents/industry">http://www.naic.org/documents/industry</a> ucaa form11.pdf.
- 3. Organizational chart
- 4. List of any subsidiaries or affiliates operating as a self-insured employer in TN.
- 5. Premium tax will be assessed at the rate of 4.4% pursuant to T.C.A. §56-4-207, and Tenn. Comp. R. & Regs. 0780-01-83-.10(1). Please note, that applications for self-insured received by this division prior to June 30 require submission of prior year end payroll reports and applications received after June 30 requires submission of estimated payroll reports for that year.
- 6. Applicant should have a minimum of \$350,000 workers' compensation written premium in Tennessee, pursuant to Tenn. Comp. R. & Regs. 0780-01-83-.04(3)(h).
- 7. Minimum security deposit of \$500,000. The security may be in the following specified forms: negotiable securities, certificates of deposit, surety bond, or a letter of credit. A depository agreement must be completed for certificates of deposit or negotiable securities pursuant to T.C.A.§50-6-405(b)(2)(A)(i) and Tenn. Comp. R. & Regs. 0780-01-83-.05.
- 8. An excess insurance policy is required and should contain both specific and aggregate coverage. Pursuant to Tenn. Comp. R. & Regs. 0780-01-83-.06(1), "an employer shall obtain and maintain excess insurance, both specific and aggregate in an amount sufficient to cover its liabilities for losses not paid by the employer and as set by a qualified actuary."
- 9. Three most recent years of loss run reports pursuant to Tenn. Comp. R. & Regs. 0780- 01-83-.04(2)(b)(iii).
- 10. Three most recent years of audited financial statements, pursuant to Tenn. Comp. R. & Regs. 0780-01-83- .04 (2)(a) and (3)(h).
  - a. Must have positive working capital.
  - b. Must have positive net worth.
- 11. Three most recent years of experience modifications factors ("EM") if the company has been in business in Tennessee for more than 3 years. If the company is new and has just established business in Tennessee, then the EM rating will be set at 1.00 rather than considering the interstate rating. All EM must be on a calendar year basis and effective January 1, pursuant to Tenn. Comp. R. & Regs. 0780-01-83-.04(3)(h).
- 12. Actuarial opinion or feasibility study, pursuant to T.C.A. §50-6-405(b)(2)(B)(ii) and Tenn. Comp. R. & Regs. 0780-01-83-.04(3)(h).
- 13. Name, address, phone, and e-mail of the person in Tennessee who is responsible for handling claims, pursuant to T.C.A. §50-6-413.
- 14. Completed anti-fraud plan, pursuant to Tenn. Comp. R. & Regs. 0780-01-83-.04(3)(h) and in accordance with T.C.A. §56-47-112. These documents are confidential by statute.
- 15. Parent guarantee, pursuant to Tenn. Comp. R. & Regs. 0780-01-83-.04(4), if applicant is a subsidiary.
- 16. Completed Anti-Fraud Plan Agreement.
- 17. Completed Premium Taxation Agreement.
- 18. Completed Excess Policy Agreement.
- 19. Completed Surety Agreement.
- 20. All required documents must be attached to the electronic application in CORE.



#### Self-Insured and its Affiliates or Subsidiaries operating as Self-Insured Workers' Compensation from Inception to current year in Tennessee Form

DATE:
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No.	Full Legal Name	FEIN#	Percentage of ownership	Physical Address	Effective Date of Self- Insured	End Date of Self-Insured	Type of Employment	Number of Employees	Payroll Amount	Co	ontact Person Information	
										Name	E-Mail	Phone
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												

**<u>Note:</u>** Please send an updated Organizational Chart along with this attachment. Attach another sheet, if needed.



#### TENNESSEE SELF-INSURED - EMPLOYEES WORKING LOCATIONS FORM THIS FORM IS ONLY FOR EMPLOYERS WHO DO NOT HAVE ANY AFFILIATES OR SUBSIDIARIE IN TN

	TN'S SELF INSURED LEGAL NAME :						_FEIN#	<b>D</b> A	-	
No.	Location Name	TN Physical Address	Effective Date of Self- Insured	End Date of Self-Insured	Type of Employment	Number of Employees	Payroll Amount	C	ontact Person Information	
								Name	E-Mail	Phone
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										

Note.	Please send an updated Organizational Chart along with this attachment. Attach another sneet, if needed.	
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#### SECURITY DEPOSIT AGREEMENT FOR SELF-INSURED WORKERS' COMPENSATION SINGLE EMPLOYER

Tennessee Code Annotated §50-6-405(b)(1)

To the Commissioner of Commerce and Insura	nce:	
Please accept this statement as confirmation that	ıt:	
(Name of Applicant Company	·)	a company seeking a
Certificate of Authority ("C of A") from the Toto be a self-insured entity for workers' compensation	•	
Prior to, and as a condition of, receiving a C of obtain a security deposit, in the amount no less the Tennessee Department of Commerce and Ir	s than \$500,000, or an amoun	
I,	, hereby attest that I am	qualified to confirm
this agreement on behalf of the Company.		
	Sworn to and subscribed b	pefore me this
(Name)	day of	, 20
	(Signature of No	tary)
(Title)	My commission expires_	
(Notary Seal)		



#### EXCESS POLICY AGREEMENT FOR SELF-INSURED WORKERS' COMPENSATION SINGLE EMPLOYER

Tenn. Comp. Rules & Regulations 0780-1-83-.06(1)

To the Commissioner of Commerce and In	isurance:	
Please accept this statement as confirmatio	n that:	
		, a company seeking a
(Name of Applicant Co	ompany)	
Certificate of Authority ("C of A") from the to be a self-insured entity for workers' com-	<u>*</u>	
Prior to, and as a condition of, receiving a obtain an excess policy that is complaint w		rision, the company will
<ul><li>A. The limit must be statutory.</li><li>B. An Employer shall obtain and mai aggregate, in an amount sufficier employer and as set by a qualified a</li></ul>	nt to cover its liabilities for	
I,	, hereby attest that I a	m qualified to confirm
this agreement on behalf of the Company.		
	Sworn to and subscribe	ed before me this
(Name)	day of	, 20
	(Signature o	of Notary)
(Title)	My commission expires	S
(Notary Seal)		



#### PREMIUM TAXATION AGREEMENT FOR SELF-INSURED WORKERS' COMPENSATION SINGLE EMPLOYER

Tennessee Code Ann. §50-3-101 and §56-4-207, and Tennessee Comp. Rules & Regulations 0780-1-83-.10(1)

To the Commissioner of Commerce and Insu	irance:	
Please accept this statement as confirmation	that:	
(Name of Applicant Com	pany)	a company seeking a
Certificate of Authority ("C of A") from the to be a self-insured entity for workers' comp	Tennessee Department of Comn	nerce and Insurance
Premium tax obligation is due upon receivin	g a C of A from the Insurance D	ivision.
Ι,	, hereby attest that I am q	ualified to confirm
this agreement on behalf of the Company.		
	Sworn to and subscribed be	efore me this
(Name)	day of	, 20
	(Signature of Nota	ary)
(Title)	My commission expires	
(Notary Seal)		



#### ANTI-FRAUD AGREEMENT FOR SELF-INSURED WORKERS' COMPENSATION SINGLE EMPLOYER

Tennessee Code Annotated. §56-47-112

To the Commissioner of Commerce and I	insurance:	
Please accept this statement as confirmati	on that:	
(Name of Applicant C	Company)	, a company seeking a
Certificate of Authority ("C of A") from to be a self-insured entity for workers' co		
Anti-Fraud plan obligation is due upon re	ceiving a C of A from the Insurar	nce Division.
I,	hereby attest that I an	n qualified to confirm
this agreement on behalf of the Company		
	Sworn to and subscribed	before me this
(Name)	day of	, 20
	(Signature of )	Notary)
(Title)	My commission expires_	
(Notary Seal)		



#### ANTI-FRAUD AGREEMENT REGISTRATION FORM FOR WORKERS' COMPENSATION SINGLE EMPLOYER

Tennessee Code Annotated. §56-47-112

	Telliessee Code Allifotate	a. 950-47-112		
<b>INSTRUCTIONS:</b> All qu	nestions below must be answ	ered. If not applica	able, enter N/A.	
Mark One Box:	☐ Original Filing	☐ Modifie	ed Plan	
Company Name:				
Contact person:				
Position Title:				
Phone:				
Location Address:				
City:	State:	Zip:		
Mailing Address:				
City:		State:	Zip:	
Mark One Box: ☐ Self-Insured Employer ☐ Self-Insured Group  Is the self-insured employer or group using a Third Party Administrator ("TPA") to manage the anti-fraud plan? ☐ Yes ☐ No				
Contact Person:				
Phone:	Email:			
Signed:	By:			
Date:	Title			

This form, or the information required by this form, must be a covered in the anti-fraud plan.



#### ANTI-FRAUD SUMMARY REPORT FOR SELF-INSURED WORKERS' COMPENSATION SINGLE EMPLOYER

Tennessee Code Annotated. §56-47-112

IN	<b>INSTRUCTIONS:</b> All questions below must be answered. If not applicable, enter N/A.					
Co	Company Name:					
Rej	Report Prepared By:					
Fir	m Name:					
Address: State:Zip						
	Reporting Period					
1.	Describe the resources committed to the combating of fraud in this report period (number of employees investigations performed by contracted investigators, costs of the resources used).					
2.	List the number of instances and amounts of fraud discovered in the reporting period.					
3.	List the number and amount of fraud recovery during this reporting period.					
4.	Describe, in as much detail as possible, any and all discovered criminal activities of an organized nature.					
5.	List the claims costs for discovered fraud from claims activity.					
6.	Describe the internal activities taken to detect fraud among company employees.					
	This Form Must be Signed and Dated					
Sig	gned: Date:					
Pri	rint Name:Title:					



# PAYROLL REPORT FOR SELF-INSURED WORKERS' COMPENSATION SINGLE EMPLOYER

Item 1	TO THE COMMISSIONER OF THE DEPARTMENT OF COMMERCE AND INSURANCE:, 20					
Item 2	Name of Employer: Address:					
Item 3	Figures contained in this report are for the purpose of adjusting the tax assessment made for the period of January 1, 20, to December 31, 20, and for making the assessment for the period of January 1, 20, To December 31, 20					
	Code:	Classification		in Tennessee	Actual/Estimated Payroll of all employees in Tennessee for period of 20	
Item 4						
		Total				
	<ol> <li>CLERICAL OFFICE EMPLOYEES – This classification shall include those employees with office duties only and having no other duty of any other nature in or about the employer's premises.</li> <li>Unless the payroll shown above is subdivided into proper classifications, the highest rate will be used in calculating the premium.</li> <li>If employer has multiple locations, please consolidate classifications.</li> </ol>					
Item 5	RETURN THIS COPY TO THIS OFFICE – RETAIN A COPY FOR YOUR FILES  The forgoing enumeration and description of employees includes all persons employed in the services of this employer in Tennessee in connection with the business operations above described to whom remuneration of any nature in consideration of service is paid, in whole or in part by bonuses, commissions, vacation pay, holidays or sickness periods, or on basis of piecework, or by store certificates, merchandise credits, or any substitute for money. Such form of payment shall be considered as wages to be included in the actual remuneration earned, and the total remuneration earned by each employee shall be reported excluding only the part of overtime as set forth in the basis of premium. Remuneration is subject to payroll limitations prescribed in the "Miscellaneous Values" page of the applicable NCCI loss cost filing located in the following link					
	(Name of Company)					
	I, foregoing account are correct and	(Title), of the above nar d that they constitute the total a	med company do lamount of remune	hereby solemnly sy ration received by	wear that the items of the all employees in the State of	
	Tennessee for the period stated the	herein to the best of my knowle	edge and belief.	(Of	ficial Title)	
	Subscribed and sworn to before			, 20		
	My Commission Expires		-	(No	otary Public)	
	(Notary Seal)					



Bond #	
Effective Date:	

## SURETY BOND FOR AN EMPLOYER CARRYING HIS OWN RISK FOR SELF-INSURED WORKERS' COMPENSATION SINGLE EMPLOYER

KNOW ALL MEN BY THESE PRESENTS: That	a corporation
duly incorporated under the laws of the State of	as
principal, and	, a corporation duly incorporated under the
laws of the State of the State of Tennessee for the use and benefit of the ememployees in the sum of to be paid to the State of Tennessee, to the payment where of our heirs, executors, successors and assigns, jointly and states of the state of the payment where of our heirs, executors, successors and assigns, jointly and states of the state	dollars, current money of the United States of we hereby bind ourselves and each of us, our and each
Sealed with our seal and dated, thisday	of, 20
WHEREAS, the above bounden	compensation Insurance Law, Chapter 12, of Title 50, serating under said Law without insuring the same; and e did, on the
furnishing medical, surgical and other services and funeral of NOW, THEREFORE, the condition of this obligation is such Shall well and truly, from time to time, and at all times thereat Law and any amendments thereto, respecting the payment of of medical, surgical and other services and funeral experience obligation shall be void, otherwise to remain in full force and	expenses to said employees and their dependents;  the that if the above bounden  after abide by and perform all requirements of the aforesaid of compensation and furnishing at its own cost and expense, and their dependents, then this
This bond is and shall be construed to be a direct obligation be to the person who may be entitled to such sum for me compensation and may be sued upon and enforced in the nar cancelled at any time by the surety upon giving thirty (90) and Insurance of the State of Tennessee, in which event the employees, as may have accrued prior to the expiration of so liable, within the penal sum mentioned herein, for the defau part accruing during the life of this obligation.	dical, surgical and other services, funeral expenses or me or names of such person or persons. This bond may be days' written notice to the Commissioner of Commerce e liability of the surety shall, injury or death to any of its aid thirty days, it being understood that the surety shall be
IN WITNESS WHEREOF, the said employer has caused the its corporate seal attached hereto, attested by its secretary, as signed in its name by its president, and its corporate seal attached hereto.	nd the said surety has likewise caused these presents to be
Secretary	PerPresident
	Per
Secretary	PerPresident or authorized officer of Surety Co.



I,	, Secretary of the	e employer corporation afor	presaid hereby certify that by
C 4' 11' 4 1 1	day of empowered the execution of the set my hand and affix my off	' D 1	
	,		Secretary
	(PLEASE ATTACH POV		in)
State of,			
County.			
Thisday	of, 20, per	sonally came before me, _	, Notary
Public ofCou	unty, State of	, who being by me duly	sworn says that he knows the
common seal of	and is a	cquainted with	who is
president of said corporation, saw the said president sign th	and that he, the saide foregoing instrument, and sa	, is the secret	ary of the said corporation and f said corporation affixed to
said instrument by said presid	ent (or that he/she, the said	secr	etary as aforesaid, affixed said
seal to said instrument), and t execution of said instrument	hat he/she, the said in the presence of said preside	signo	ed his name in attestation of the
Witness my hand and official	seal, this	the day of	, 20
		-	Notary Public
(Notary Seal)		-	My Commission Expires



### LETTER OF CREDIT FOR SELF-INSURED WORKERS' COMPENSATION SINGLE EMPLOYER

	Clean Irrevocable Letter of Credit No.
Date:	
Amount:	
Expiration Date	e:
Applicant Nam	nes:
Applicant Add	ress:
·	Tennessee Dept. of Commerce and Insurance Insurance / Financial Affairs Section 500 James Robertson Parkway Nashville, TN 37243 Attn: Self-Insured Workers' Compensation, Financial Affairs Section
Tennessee Dep	. (hereinafter referred to as "Applicant") and the Commissioner of the partment of Commerce and Insurance (hereinafter referred to as "Commissioner").
Tennessee Dep	partment of Commerce and Insurance:
and Insurance immediately. Rules & Reg	we hereby establish our Clean Irrevocable it in the favor of the Commissioner and /or Tennessee Department of Commerce for drawing up to the aggregate amount of U.S \$ effectively This Letter of Credit, shall expire at (Pursuant to Tenn. Comp. ulations 0780-1-8305(10)(a) issuing bank / Confirming Bank's name and be located in Tennessee at our close of business on (Date).
including, with	neficiary" includes any successor by operation of law of the named Beneficiary nout limitation, the Commissioner, or subsequent liquidator, rehabilitator, receiver
No. (Pursuant to bank/confirm expire date or a	dertake to promptly honor your sight draft(s) drawn on us, indicating our Credit, for all or any part of this Letter of Credit if presented at
Except as state obligation und	• ` ` `



It is a condition of this Letter of Credit that it shall be deemed automatically extended for additional period without amendment, each of one (1) year, unless at least ninety (90) calendar days prior to the then relevant expiration date we have advised both the Commissioner of Commerce and Insurance and Applicant in writing, by Registered Mail, that we elect not to consider this Letter of Credit renewed for any such additional period. Failure to provide the required notice will result in an extension of this Letter of Credit until the Commissioner is given the required ninety (90) calendar days' notice.

In that event, you may draw hereunder on our prior to then relevant expiration date, up to the full amount then available hereunder, against your sight draft(s) on us, bearing the number of this Letter of Credit.

This Letter of Credit sets forth in full the terms of our undertaking, and such undertaking shall not in any way be amended or amplified by reference to any note, document, instrument or agreement referred to herein or in which this Letter of Credit is referred to or to which this Letter of Credit relates and any such reference shall not be deemed incorporated herein by reference to any note, document, instrument or agreement.

Should you have occasion to communicate regarding this Letter of Credit, specific reference to the Letter of Credit should be mentioned and all correspondence should be copied to the Commissioner of Commerce and Insurance, Attn: Self-Insured Workers' Compensation.

Except so far as otherwise expressly stated, this Letter of Credit is subject to the "Uniform Customs and Practice for Documentary Credits" fixed by the International Chamber of Commerce applicable as of the date of this Letter of Credit.

This letter of Credit is a security under Tenn. Code Ann. §50-6-405 and Tenn. Comp. Rules & Regulations. 0780-01-83 for the benefit of the Self-insurer's employees with the Department of Commerce and Insurance, State of Tennessee.

Name of Bank	Date		
Signature of Bank Officer	Title of Bank Officer		
Subscribed and sworn to before me this _	day of	, 20	
Notary Public			
My Commission Expires:			



#### INDEMNITY AGREEMENT FOR SELF-INSURED WORKERS' COMPENSATION SINGLE EMPLOYER

(Compete this form if parent company is in the United States and use a separate form for each subsidiary to be indemnified)

KNOWN TO ALL PRESENT, that we		corporation	n, organized and
existing under and by virtue of the laws	of the State	of for and in consideration of the Sta	ate of Tennessee
authorizing		, a corporation, to operate as a self-insurer under the provisions	of the Workers'
Compensation Law of the State of Tenne	essee do her	reby guarantee the payment by said o	of any and all
valid claims for compensation and other	benefits ma	ade against it under the said Workers' Compensation Law for inju	ıry or death to
any of its employees or former employee	es and in the	e event that saidshall not pay or c	cause to be paid
directly to claimants the benefits due or	that may bed	ecome due under said Law, then the pay or cause to be paid directly	y to claimants
the benefits due or that may become due	under said	Law, then the undersigned	, covenants
and agrees that it will pay to all such cla	imants the b	benefits due, including a reasonable attorney fee incurred by said of	claimants in any
action brought on this agreement, with	n the expres	essed knowledge and understanding that the execution and account	eptance of this
agreement is for the benefit of unknown	and unname	ed employees and former employees of said	
and that said	does he	ereby recognize this agreement as a direct financial guarantee to s	aid employees or
former employees.			
PROVIDED HOWEVER, that		, shall have a right to cancel an	d terminate this
agreement at any time upon giving the S	state of Tenn	nessee at least sixty (60) days written notice of its desire to do so;	provided further,
that such cancellation shall not affect i	ts liability a	as to any benefits payable for injuries occurring prior to the dat	te of cancellation
specified in such notice.			
This agreement shall be effective as of_		, 20	
Signed, sealed and delivered this	day of	, 20	
	-		
	BY: _		
	-		
		(Official Position)	
ATTESTED:			
Secretary			
(Corporate Seal)			



#### INDEMNITY AGREEMENT FOR SELF-INSURED WORKERS' COMPENSATION SINGLE EMPLOYER

(Complete if parent company is outside of the United States and a separate form for each subsidiary to be indemnified)

KNOWN TO ALL PRESENT, that we		a corporation,	organized and
existing under and by virtue of the laws of		for and in consideration of the State	of Tennessee
authorizing		, a corporation, to operate as a self-insurer under the provisions	of the Workers'
Compensation Law of the State of Tenness	ee do he	reby guarantee the payment by said o	f any and all
valid claims for compensation and other	oenefits 1	made against it under the said Workers' Compensation Law for	injury or death to
any of its employees or former employees	and in th	e event that said shall not pay or ca	ause to be paid
directly to claimants the benefits due or the	nat may l	become due under said Law, then the pay or cause to be paid dir	ectly to claimants
the benefits due or that may become due us	nder said	Law, then the undersigned	,
covenants and agrees that it will pay to	all such	claimants the benefits due, including a reasonable attorney fee	incurred by said
claimants in any action brought on this agr	eement, v	with the expressed knowledge and understanding that the execution	and acceptance
of this agreement is for the benefit of unkn	own and	unnamed employees and former employees of said	
and that said		does hereby recognize this agreement as a direct finance	ial guarantee to
said employees or former employees.			
PROVIDED HOWEVER, that		, shall have a right to cancel and	d terminate this
agreement at any time upon giving the Sta	te of Ten	nessee at least sixty (60) days written notice of its desire to do so;	provided further,
that such cancellation shall not affect its	liability	as to any benefits payable for injuries occurring prior to the date	e of cancellation
specified in such notice.			
This agreement shall be effective as of		, 20	
Signed, sealed and delivered this	day of		
	-		
	BY:		
		(Official Position)	
ATTESTED:			
Secretary			
Societary			
(Corporate Seal)			