



APPLICATION FOR SELF-INSURANCE DISABILITY AND PAID FAMILY LEAVE BENEFITS LAW

Email completed form to: selfinsurance@wcb.ny.gov

An employer may apply for self-insurance for disability benefits or for disability and paid family leave benefits. An employer may not apply to self-insure for paid family leave benefits only.

An application to self-insure is not transferable to subsidiaries or successors. Each entity must file its own application. Additional applications can be found on the Board's website: www.wcb.ny.gov.

PLEASE NOTE: Submission of an application does not guarantee approval for self-insurance. Coverage must be maintained until you have received a Notice of Qualification.

The undersigned makes application as a self-insurer under Section 211(3) of the Disability and Paid Family Leave Benefits Law of New York State, and makes the following affirmations for the purpose of enabling the Chair, Workers' Compensation Board, to determine that the applicant possesses sufficient financial ability and has adequate resources to render certain the payment of disability or disability and paid family leave benefits to their employees as specified in the Law.

Attach a statement of financial condition (Form 10-K or a certified independently audited financial statement).

If deemed a candidate for self-insurance, a conditional approval will be issued. Notice of Qualification as a self-insurer will not be issued until all conditions have been met including, but not limited to: submitting and maintaining an adequate security deposit and the submission of an Agreement and Undertaking for Paying Benefits as a Self-Insurer (Form DB-152).

Applicant \_\_\_\_\_ FEIN \_\_\_\_\_

Address (Principal Office) \_\_\_\_\_ Requested Effective Date \_\_\_\_\_

1. Type of Coverage: [ ] Disability Benefits [ ] Disability and Paid Family Leave Benefits

2. Filing Status:

- [ ] Single entity
[ ] Parent Company with subsidiaries (separate application required for each subsidiary)
[ ] Subsidiary to consolidate with parent

Name of Parent \_\_\_\_\_ FEIN \_\_\_\_\_

3. Number of New York employees covered by self-insurance: \_\_\_\_\_
Total number of New York employees: \_\_\_\_\_

4. Covered New York payroll \$: \_\_\_\_\_
Total annual New York payroll \$: \_\_\_\_\_

5. Type of Entity: [ ] Corporation [ ] LLC [ ] Partnership

Attach a copy of certificate of incorporation, partnership agreement or foundation documents.

6. If a subsidiary, enter parent's percentage of stock ownership: \_\_\_\_\_ %

Names of officers or partners and official titles:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. If an association of employers, association of employees or trustee or trustees:
(a) Attach a list of participating employers.
(b) Attach a certified list of trustees/governing body.

8. Payments will be made to the claimants as follows:

- [ ] Statutory Benefits: [ ] Disability Benefits [ ] Paid Family Leave Benefits
[ ] Plan Benefits: [ ] Disability Benefits [ ] Paid Family Leave Benefits

Attach the proposed or approved Plan on prescribed form.

9. Claims Administration:

- I intend to self-administer for:  Disability Benefits  Paid Family Leave Benefits
- I intend to use a WCB licensed claims administrator for:  Disability Benefits  Paid Family Leave Benefits

**DB Administrator:**

WCB License # T \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Email \_\_\_\_\_

**PFL Administrator (if different):**

WCB License # T \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Email \_\_\_\_\_

10. **DB Contact:**

Contact Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Email \_\_\_\_\_

**PFL Contact (if different):**

Contact Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Email \_\_\_\_\_

By signing this Application, the signer certifies that he/she is authorized to execute this instrument on behalf of the \_\_\_\_\_ for the purposes set forth herein,  
 \_\_\_\_\_  
 (INSERT BUSINESS NAME)

and that, pursuant to that authority, he/she is executing this instrument in the name of and on behalf of said entity as an act and deed of said entity.

\_\_\_\_\_  
 Signature of Authorized Official Title Date

\_\_\_\_\_  
 Print Name of Authorized Official Phone # Email

**CORPORATE or PARTNERSHIP ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_ }  
 :SS.:  
 COUNTY OF \_\_\_\_\_ }

On the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, before me personally appeared \_\_\_\_\_  
 known to me to be the person who executed the foregoing instrument, who, being duly sworn by me did depose and say that he/she  
 resides in \_\_\_\_\_, and further that (check one):

**If a corporation:** he/she is the \_\_\_\_\_ of the corporation described in the said

instrument; that by authority of the Board of Directors of said corporation, he/she is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, he/she executed the foregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.

**If a partnership:** he/she is the \_\_\_\_\_ of the partnership described in said instrument; that by the terms of said partnership, he/she is authorized to execute the foregoing instrument on behalf of the partnership for the purposes set forth therein; and that pursuant to that authority, he/she executed the foregoing instrument in the name and on behalf of said partnership as the act and deed of said partnership.