

## Filing an Initial Application for Self-Insurance

### Required Information and Documents for the Self-Insurance Plus System

**Private employers:** After answering the application questions in the online system, you must download an affidavit page for the signatures of the appropriate company officers and notary. Then you will be required to upload the signed affidavit before final submission of the application. The information and documents required to complete the application are listed below.

In addition, the online application will not be processed until receipt of the nonrefundable application fee of \$500 for each separate legal entity applying. You will receive an email confirmation upon our receipt of the application payment and all required documents.

Make the check payable to the “Illinois Workers’ Compensation Commission” and mail to:

**Illinois Worker’s Compensation Commission  
Office of Self-Insurance  
4500 S. Sixth St., Frontage Road  
Springfield, IL 62703-5118**

**Gather the following information and documents before starting the online application. Note if the application information is not entered in one session, you will be able to save and resume the process until final submission.**

- 1) Representative information for primary, secondary, and assessment contacts.
- 2) Federal Employer Identification Number (FEIN) for applicant, any applying subsidiaries, and ultimate parent, if applicable.
- 3) North American Industry Classification System (NAICS) code(s) describing nature of business.
- 4) Corporate principals’ contact information.
- 5) Physical locations. If more than 15, a list can be uploaded following the online format.
- 6) Evidence of current coverage.
- 7) Estimated annual workers’ compensation premium for the last completed calendar year detailing the insurance class codes, estimated payroll, and current manual rate.
- 8) Detailed loss runs for the last 3 completed years.
- 9) Description of fatalities, if any.
- 10) Proposed claims administrator information.
- 11) Safety Representative information and a description of the safety program for the Illinois operations.
- 12) Information regarding any potential exposure to substances that may cause occupational disease.
- 13) Explanation if workers’ compensation insurance has been refused or canceled.
- 14) Explanation if an application for self-insurance has been denied or a certification revoked.
- 15) List of other self-insured jurisdictions.
- 16) Financial Statements
  - (a) If the applicant has an ultimate parent, provide the ultimate parent company’s audited financial statements for the most recent three years.
  - (b) If the applicant has no ultimate parent, provide the applicant’s audited financial statements for the most recent three years.
  - (c) If certified audited financial statements are not prepared, provide the financial statements prepared by an outside accountant for the most recent three years.
- 17) Current 10Q or internal quarterly balance sheet and income statement.
- 18) Experience Modification Factor report. Provide an explanation if the factor is greater than one.
- 19) Organizational Chart indicating which entities with operations in Illinois are seeking self-insurance.
- 20) Excess insurance quotes if applicant chooses to purchase excess coverage.