



# **DIVISION OF WORKERS' COMPENSATION**

MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
P.O. Box 58  
Jefferson City, MO 65102-0058

## **GROUP APPLICATION CHECKLIST**

- ☐ Group application
- ☐ Individual member applications (*At least 10 members with separate ownership.*  
*Net worth of all members combined, not less than \$5,000,000.)*
  - ☐ financial
  - ☐ experience modification
  - ☐ rate sheet
  - ☐ loss runs (three-year minimum)
  - ☐ proof of deposit (25% or more)
- ☐ By-laws of trust
- ☐ By-laws of association
- ☐ Trust/indemnity agreement
- ☐ Combined EAP for group (at least \$1,000,000)
- ☐ Combined loss history
- ☐ Excess Binder/COI (AM best rated, A- or better) (specific & aggregate)
- ☐ Escrow agreement/surety bond (not less than \$500,000)
- ☐ Executed service agreement
  - ☐ copy of TPA license
- ☐ List of board members and their titles – include address and phone number
- ☐ List of administrators and marketers – include address and phone number
- ☐ Projected expenses (not to exceed 30% of actual premiums collected)
- ☐ Check for \$500.00 – nonrefundable filing fee
- ☐ Underwriting guideline
- ☐ Safety program – visit by safety
- ☐ Fiscal year
- ☐ Combined financial statements
- ☐ Rates by classification codes
- ☐ Fidelity bond/employee dishonesty – not less than \$1,000,000
  - ☐ trustees
  - ☐ plan administrator
  - ☐ claims administrator
  - ☐ marketers
- ☐ Director's and officer's/errors and omission/professional liability
  - ☐ trustees
  - ☐ plan administrator
  - ☐ claims administrator
  - ☐ marketers

Security to be determined by the Division but not less than \$500,000.

Escrow: US Government obligations only. T-bills, notes or bonds deposited in Missouri bank only.

Surety Bond: issued by a company AM best rated, A- or better and admitted by the Missouri Department of Commerce and Insurance to transact such business in the state of Missouri.

If you have served on active duty in the Armed Forces of the United States and would like information about veterans' services and benefits, please complete the survey here: [mvc.dps.mo.gov/MoVeteransInformation/Survey/DOLIR](http://mvc.dps.mo.gov/MoVeteransInformation/Survey/DOLIR).  
*Missouri Division of Workers' Compensation is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY: 800-735-2966 Relay Missouri: 711*