

Workers Compensation and Disability Requirements

Failure to complete this requirement with your application prohibits issuance of your permit under NYS regulations.

If You Have Employees:

Specific Workers Compensation and Disability forms are required to be submitted with the permit application to show proof of employee coverage.

Call your insurance agent to obtain proof of Worker's Compensation (WC) coverage, and Disability Benefits (DB) coverage. Tell them **"Acord" forms are not acceptable.**

Review the list below for acceptable forms which must accompany your permit application. Submit one form for Worker's Compensation and a second for Disability Benefits.

Acceptable Workers Compensation Forms:

- Form C-105.2 – Certificate of Worker's Compensation Insurance **or**
- Form U-26.3 – Certificate of Worker's Compensation Insurance **or**
- Form SI-12 – Certificate of Worker's Compensation Self Insurance **or**
- GSI-105.2 – Certificate of Participation in Worker's Compensation Group Self-Insurance.

Acceptable Disability Benefit Insurance Forms:

- DB-120.1 – Certificate of Disability **or**
- Form DB-155 – Certificate of Disability Benefits Self-Insurance

If You Do Not Have Employees:

You are not required to have WC or DB insurance coverage, submit Form CE-200 – Certificate of Attestation of Exemption from NYS Worker's Compensation and/or Disability Benefits Coverage. To obtain this certificate, follow the directions on back of this page.

Please contact this department at (845) 808-1390 if you have any questions.

-See Other Side-

Certificate of Attestation of Exemption Application Instructions for Form CE-200

Starting December 1, 2008, **ONLY** applicants eligible for **exemption** must file a **new CE-200** for each and every new or renewed permit, license or contract issued by a government agency. Each CE-200 will specifically list the issuing government agency and the specific type of permit, license or contract requested by the applicant.

Form CE-200 is the Certificate of Attestation of Exemption from New York State Worker's Compensation and/or Disability Benefits Insurance Coverage. This certificate must be completed by entities with no employees and/or out-of-state entities obtaining contracts, licenses or permits from government. (Employers or corporations must file Form C105.2 and U-26-3, which can be retrieved from the WCB web site.)

Business owners can use the new electronic process on-line. The applicant requesting a permit, license or contract from a government entity must complete the form on-line by answering a series of questions. Upon successful completion of the questions, the applicant will be instructed to print the CE-200 "Certificate of Attestation of Exemption". Once the certificate is printed, the applicant submits the computer generated CE-200 Certificate form to the government entity (Putnam County). **The certificate MUST say "Permit or Contract with Government Agency – County of Putnam.

Filling out the electronic Form CE-200 on the internet is very easy. The applicant will create a pin and password so that they can access their information. Once an applicant enters his/her basic information on the Board's web site, it can be retrieved by that applicant in the future by using that pin number and password when the applicant is applying for another permit, license or contract.

To apply on line for the CE-200 "Certificate of Attestation of Exemption" log on to:

<https://www.wcb.ny.gov/icexempt/index.jsp>

Follow the instructions, complete the 11 page easy questionnaire and print your certificate.

If you have difficulties logging onto the above site, log on to: www.wcb.state.ny.us. At the top of the page, click on Forms, click on List All Common Worker's Comp Bd. Forms, Scroll down ½ way to form CE-200 (right hand column, use the first one for on-line application), click on Request for WC/DB Exemption, click on Access Web-based Application at bottom of page, start on-line process.

If you do not have internet access, please contact the Worker's Compensation / Disability Board (866) 890-5863 for them to send you the application. Using the paper application and mailing it for review and approval will take approx. 4 weeks for completion.