



## **RULE III**

### **INSURANCE COVERAGE**

#### **A. REPORTING REQUIREMENTS FOR INSURANCE CARRIERS AND POLICYHOLDERS**

1. The Division designates the National Council on Compensation Insurance, Inc. ("NCCI") as its agent to receive, process, and make available to the Division, the required notices in subsections (2), (3) and (4) below. Insurance carriers shall transmit this data and all other data elements in the electronic format as directed by the Division through NCCI.
2. Every insurance carrier shall advise the Division, by filing with NCCI, notice of the issuance or renewal of insurance coverage within thirty (30) calendar days of the effective date of coverage.
3. Every insurance carrier shall advise the Division, by filing with NCCI, final notice of the cancellation of insurance coverage no later than thirty (30) calendar days after coverage is actually canceled. This subsection does not pertain to the preliminary notice of cancellation referenced in section 8-44-110, C.R.S.
4. Every employer shall provide on request to its insurance carrier all federal employer identification number(s) ("FEINS") or other taxpayer identification number(s) for all the employer's business operations in Colorado to which the insurance applies. All changes in FEIN or other taxpayer I.D. numbers shall be reported immediately to the insurance carrier. The insurance carrier shall report all changes in FEINS and taxpayer I.D. numbers to NCCI within thirty (30) calendar days of receipt.

#### **B. CARRIER REPRESENTATIVE**

Every insurance carrier shall notify the Division's designated agent of the name, address and telephone number of its representative responsible for reporting coverage information. This information shall be provided within thirty (30) days upon request of either the Division or its agent, or within thirty (30) days of a change in the information.

C. SELF-INSURED EMPLOYERS

1. Any pool authorized to self-insure shall advise the Division in writing of the effective date of self-insurance, the name and address of the pool administrator and the federal employer identification number of each covered member.
2. All individual self-insurance permit holders shall advise the Division in writing of the federal employer identification number of the permit holder as well as of all covered subsidiaries.

D. ELECTION TO REJECT COVERAGE

1. An officer of a corporation or a member of a Limited Liability Company who elects to reject the provisions of the Act under section 8-41-202, C.R.S., shall complete and send Division Form WC 43, titled "Rejection of Coverage by Corporate Officers or Members of a Limited Liability Company," or a substantial equivalent, to the insurance carrier for the corporation's or company's other employees, if any, by certified mail. A Certificate of Fact of Incorporation or a copy of date-stamped Articles of Incorporation or, for a Limited Liability Company, a copy of the Articles of Organization date-stamped by the Colorado Secretary of State shall be included with the form. An agricultural corporation electing to reject coverage for its corporate officers pursuant to 8-40-302(6), C.R.S., shall notify the insurance carrier in writing. A Certification of Fact of Incorporation or a copy of date-stamped Articles of Incorporation shall be included with the notification. Failure to attach the appropriate document(s) will render the application or notification incomplete. If there is no insurance carrier, such documents shall be provided, by certified mail, to the Division.
2. The Notice of Election to Reject Coverage shall become effective the next business day following receipt of the notice by the insurance carrier or, if none, by the Division.

E. NOTICES TO EMPLOYEES

1. Every employer shall continuously post a notice to employees in one or more conspicuous places on the employer's work site advising employees that the employer is insured for workers' compensation as required by law, identifying the name of the employer's insurance carrier or stating that the employer is self-

insured, and containing information about the Colorado workers' compensation system on a form prescribed or approved by the Division and furnished by the carrier or self-insured.

2. Every employer also shall continuously post a notice to employees in one or more conspicuous places on the employer's work site meeting the requirements set forth in section 8-43-102(1) or (1.5), C.R.S.