



MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
DIVISION OF WORKERS' COMPENSATION
3315 West Truman Blvd., 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 Insurance to transact such business in the state of Missouri.