



NCCI WCIP STATE INSTRUCTIONS

Use the state chart below along with the ACORD® Forms Instruction Guide for completing the ACORD® 133 Workers Compensation Insurance Plan Assigned Risk section and ACORD® 130 Workers Compensation Application. For questions relating to the Plan, please refer to Rule 4 of NCCI's *Basic Manual for Workers Compensation and Employers Liability Insurance*, NCCI's *Basic Manual User's Guide* (National pages), and NCCI's *Assigned Risk Supplement*, or contact NCCI's Customer Service Center at 800-NCCI-123 (800-622-4123).

ALASKA				
Estimated Annual Premium	Payment Basis	Minimum Deposit %	Additional Payments During Year	Number of Refusers: Two—one must be the current carrier, if applicable.
Under \$2,000	Annual	100%	None	Effective Date:
At least \$2,000	Deposit + 1	50%	The balance is due 90 days after policy inception	The later of the following options:
At least \$5,000	Deposit + 2	30%	Two installments due at the beginning of months three and six	<ul style="list-style-type: none"> 12:01 a.m. on the date following receipt by the Plan Administrator of a complete and eligible application The date of expiration of existing coverage A date that the applicant requests If an eligible application and check are sent via US mail, coverage will be bound at 12:01 a.m. on the day following the postmark on the envelope or the expiration of existing coverage.
	Deposit + 7	30%	Seven installments due at the beginning of months two through eight	
	Deposit + 11	30%	Installments are calculated using the insured's monthly report of actual payroll to the carrier as specified in 3 AAC 30.130(2)	

Additional premium installments must be made in equal amounts, the sum of which, when added to the deposit premium, must equal 100% of the estimated annual premium. Estimated annual premium and the premium installment schedule are subject to adjustment at preliminary, interim, and/or final audit(s) or when an endorsement is issued. At policy inception, the employer may request a higher minimum deposit premium percentage, but may not select a deposit percentage lower than the otherwise applicable minimum stated in the deposit and premium installment table.

The deposit and premium installment table is followed by all assigned carriers. However, the assigned carrier, based on sound underwriting practices, consistent with Alaska Regulation 3 AAC 30.130(3), may make appropriate changes to the governing state's premium installment basis that the employer selected. The assigned carrier must provide the reason(s) for such change(s) to the employer and will appropriately document the file.

Premiums paid by installment must either be structured to reflect seasonal peaks in premium or be based on the employer's monthly report of actual payroll to the assigned carrier. The assigned carrier must make this provision clear in the insurance policy.

Minimum Premium Policies

The deposit premium for a minimum premium policy is 100% of the estimated annual premium. Minimum premium policies must be paid in full and are not eligible for premium installments. For further details related to for minimum premium policies in Alaska, refer to *Basic Manual* Rule 4-I-2.

For any dispute concerning the change of an employer's payment basis, refer to *Basic Manual* Rule 4-A-10.

Alaska Insurance Guaranty Association Surcharge

The Alaska Insurance Guaranty Association (AIGA) surcharge percentage is determined by the AIGA. At the time of application, the Plan Administrator calculates, collects, and remits the estimated AIGA surcharge amount. Specifically, the AIGA surcharge percentage is:

- Applied to the Alaska total estimated annual premium only
- Collected by the Plan Administrator
- Remitted, with the deposit premium, to the assigned carrier when coverage is bound
- Not included in estimated annual premium when determining the premium installment basis for a policy
- Required to be shown separately from the premium for coverage on the policy
- Subject to adjustment by the assigned carrier at policy issuance, preliminary, interim, and/or final audit(s) or when an endorsement is issued; the assigned carrier is responsible for the calculation and application of the surcharge at renewal
- Not to be considered premium

Waiver of Right to Recover From Others (Subrogation)

Waiver of right to recover from others is a provision that states that the assigned carrier will not enforce its right of recovery against anyone liable for any injury covered by the policy. The Waiver of Our Right to Recover From Others Endorsement is available if required of the employer by contract. A copy of the third-party contract requiring such coverage must be provided to the Plan Administrator or assigned carrier to add the coverage. In the Alaska Assigned Risk Market, it is permissible to issue a specific (Named) or blanket waiver of subrogation.

Application Submission Options:

- Online—Applications may be submitted via NCCI's website at ncci.com. To enroll for access to this free service, contact NCCI's Customer Service Center at 800-NCCI-123 or at customer_service@ncci.com.
- Telephone—Applications may be submitted by contacting NCCI's Customer Service Center at 800-NCCI-123.
- Mail—Applications may be submitted via the US Postal Service or private overnight delivery service to the address provided below.

Note: Under Alaska law, an out-of-state agent/producer is required to have an Alaska resident or nonresident license to submit an application to NCCI for primary coverage. Additionally, when an agency submits an application, the agency's employee who submits the application must have an Alaska producer license, the agency must have an Alaska producer license, and each individual employed as an insurance producer must have an Alaska producer license.

Voluntary Coverage Assistance Program (VCAP® Service):

NCCI's **VCAP® Service** applies to all employers seeking coverage through the residual market in which NCCI is the Plan Administrator, and is offered through NCCI's Residual Market Application Processing System (**RMAPS® Online Application Service**). Through this free, Internet-based application, voluntary coverage providers have the opportunity to evaluate potential employers that submit applications through the residual market. All assigned risk applications (electronic, phone-in, or mail-in) submitted to NCCI as Plan Administrator are processed through **VCAP® Service** to determine if they match the preselected criteria specified by a participating voluntary coverage provider.

Refer to NCCI's **Basic Manual** Rule 4-D—Voluntary Coverage Assistance Program (**VCAP® Service**) for the applicable rules.

Guide to Premium Calculation (for detailed information, refer to Alaska State Special Rules in NCCI's **Basic Manual**):

- Experience rating modification, if applicable
- CCPAP, if applicable
- Assigned risk surcharge of 25% applies only to modified premium in excess of \$3,000
- Alaska Residual Market Safe Workplace Incentive Program, if applicable

Election/Rejection Under State Law:

Sole proprietors and partners are not automatically covered, but may elect coverage by making a written application to a carrier. Attach to the application a copy of the election. Payroll must be included for any sole proprietor or partners electing coverage.

Members or Managers of Limited Liability Company:

- Who own at least 10% of the business entity **are not** considered employees under the Alaska Workers Compensation Act (Act) and are not included in workers compensation coverage, but may elect to be included in coverage by specifically including the members/managers in the contract of insurance
- Who own less than 10% of the business entity **are** considered employees under the Act who are automatically included in coverage

For premium determination purposes, a member of a limited liability company is treated as a partner or sole proprietor. Payroll for a member of a limited liability company is subject to the wage limitation as stated in the Miscellaneous Values.

Payroll must be included for any members/managers electing coverage.

Executive officers:

- Who own at least 10% of the corporation **are not** considered employees under the Act, and are not included in workers compensation coverage, but may elect to be included in coverage by specifically including the executive officer(s) in the contract of insurance. If an executive officer elects to be included in workers compensation coverage, their payroll will be subject to the minimum and maximum wage limitations as stated in the Miscellaneous Values.
- Of a municipal corporation or charitable, religious, educational, or other nonprofit corporation **are not** considered employees under the Act, and are not included in workers compensation coverage, but may elect to be included in coverage by specifically including the executive officer(s) in the contract of insurance. If an executive officer elects to be included in workers compensation coverage, their payroll will be subject to the minimum and maximum wage limitations as stated in the Miscellaneous Values.
- Who own less than 10% of the corporation **are** considered employees under the Act who are automatically included in coverage. Payroll for executive officers is subject to the minimum and maximum wage limitations as stated in the Miscellaneous Values.

Payroll must be included for any executive officers electing coverage.

Failure to file the appropriate forms/notices for election or rejection of coverage in accordance with state laws may result in additional premium being charged and collected by the Plan Administrator or the assigned carrier.

Volunteers

Members of the Alaska State Defense Force (voluntary state militia) are automatically covered under the Act.

Volunteer ambulance attendants, police officers, firefighters, and search and rescue personnel are not automatically covered under the Act, but the political subdivision may elect coverage for such volunteers. The election shall be made by filing copies of the insurance policy or policies with the commissioner.

Refer to the Department of Labor at www.labor.state.ak.us for the most current rules, regulations, and forms.

Note: This information applies only to Alaska law. If additional states are to be covered, additional action may be necessary under applicable state law.

Employee Leasing:

There are no filed and approved NCCI manual rules regarding the policy issuance requirements for Professional Employer Organization (PEO) arrangements in Alaska. Obtain forms from NCCI.

Other:

- In "Remarks" or on a separate paper, answer the following:
- Do you have a written and monitored workplace safety program? If yes, who is (are) the person(s) responsible for administering your program?
- If you are currently in bankruptcy proceedings, provide trustee name and phone number.
- Alaska law provides that employers are liable for injury of the employees of uninsured subcontractors. Payments for subcontract labor without certificates of insurance must be included in the premium calculation.
- If you are an Alaska commercial fisherman as defined in AS 16.05.940, you are exempt from the Alaska Workers Compensation Act. Refer to the Alaska Workers' Compensation Fishermen's Fund at <http://labor.state.ak.us/wc/ffund.htm>.

Submit Application via Regular Mail to: NCCI
Attn: Treasury Department
PO Box 3045
Boca Raton, FL 33431

Send Correspondence to: NCCI Customer Service Center
901 Peninsula Corporate Circle
Boca Raton, FL 33487-1362
Phone: 800-622-4123
Fax: 561-893-1191

Submit Application via Overnight Delivery to: NCCI
Attn: Treasury Department
901 Peninsula Corporate Circle
Boca Raton, FL 33487-1362