



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:

- NCCI's **Residual Market Manual for Workers Compensation and Employers Liability Insurance** for Oklahoma (**Residual Market Manual** for Oklahoma)
- NCCI's **Basic Manual for Workers Compensation and Employers Liability Insurance** for Oklahoma (**Basic Manual** for Oklahoma)
- NCCI's **Basic Manual User's Guide** for Oklahoma, and
- NCCI's **Assigned Risk Supplement** for Oklahoma.

You may also contact NCCI's Customer Service Center at 800-NCCI-123 (800-622-4123).

OKLAHOMA (effective 6/1/2024)				
Estimated Annual Premium	Premium Installment Basis	Minimum Deposit %	Additional Payments During Year	Number of Refusers: Two—one must be the current carrier, if applicable.
Under \$5,000	Annual	100%	None	Effective Date: The later of the following options: <ul style="list-style-type: none"> • 12:01 a.m. on the date following receipt by Plan Administrator of a complete and eligible application • The date of expiration of existing coverage • A date 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. For effective date determination, a private postage meter mark will not be accepted, and only a US Postal Service postmark affixed to the envelope will be accepted by the Plan Administrator as a valid postmark.
At least \$5,000	Semiannual	75%	One	
At least \$10,000	Quarterly	50%	Three	
<p>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 percentage, but may not select a deposit percentage lower than the otherwise applicable minimum stated in the deposit and premium installment table.</p> <p>The deposit and premium installment table is followed by all assigned carriers. However, the assigned carrier, based on sound underwriting practices, 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.</p> <p>Minimum Premium Policies</p> <p>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.</p> <p>Short-Term Policies</p> <p>The deposit premium for short-term policies with a duration of six months or less is 100% of the estimated premium. The estimated premium is based on the estimated payroll for the policy period, unless otherwise approved by the Plan Administrator.</p> <p>Premium Financed Policies</p> <p>The deposit premium for a premium financed policy is 100% of the total estimated annual premium. The policy is not eligible for premium installment payments for the entire policy year.</p> <p>For any dispute concerning the change of an employer's payment basis, refer to NCCI's Residual Market Manual for Oklahoma rule, Dispute resolution procedure.</p>				
<p>Application Submission Options:</p> <ul style="list-style-type: none"> • 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 (800-622-4123) or at customer_service@ncci.com. • Telephone—Applications may be submitted by contacting NCCI's Customer Service Center at 800-NCCI-123 (800-622-4123). • Mail—Applications may be submitted via the US Postal Service or private overnight delivery service to the address provided below. <p>Note: Under Oklahoma law, an out-of-state agent/producer is required to have an Oklahoma 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 Oklahoma producer license, and the agency must also have an Oklahoma producer license.</p>				
<p>Voluntary Coverage Assistance Program (VCAP® Service):</p> <p>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.</p> <p>Refer to NCCI's Residual Market Manual for Oklahoma rule, Voluntary Coverage Assistance Program (VCAP® Service) for more information.</p>				



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Loss Sensitive Rating Plan:

The Loss Sensitive Rating Plan (LSRP) is a mandatory assigned risk retrospective rating plan for those employers that have a workers compensation and employers liability insurance policy(ies) with an LSRP standard premium that equals or exceeds \$250,000 (effective 1/1/12).

In addition to the WCIP initial or deposit premium, employers qualifying for the LSRP are required to submit an LSRP contingency deposit to the assigned carrier. The LSRP contingency deposit is calculated by multiplying the LSRP standard premium by 20%. Subject to certain conditions, the LSRP contingency deposit may be paid by Automated Clearing House/Electronic Funds Transfer (ACH/EFT), credit card, personal or business check, or an Irrevocable Letter of Credit (ILOC).

Refer to NCCI's **Residual Market Manual** for Oklahoma rule, Loss Sensitive Rating Plan (LSRP) for more information.

Guide to Premium Calculation

- Experience rating modification, if applicable
- Oklahoma Merit Rating Plan credit or debit, if applicable
- Assigned Risk Adjustment Program (ARAP) factor, if applicable, applies to modified premium with a maximum surcharge of 1.49
- Oklahoma Deductible Insurance, if applicable
- Oklahoma Workers Compensation Premium Reduction (WCPR) Program, if applicable
- Oklahoma Contracting Classification Premium Credit Adjustment Program (CCPAP), if applicable

Election/Rejection Under State Law:

Sole proprietors are not automatically covered under the Oklahoma Administrative Workers' Compensation Act (Act) and may elect to be covered by requesting coverage from the assigned carrier. Payroll must be included for any sole proprietor electing coverage.

Small Family Business Any person employed by an employer with five or fewer total employees, all of whom are related within the second degree by blood or marriage to the employer, all of whom are dependents living in the household of the employer, or all of whom are a combination of such relatives and dependents are not covered under the Act. If the employer is not a natural person such relative shall be related within the second degree by blood or marriage to a person who owns 50% or more of the employer, or such dependent shall be in the household of a person who owns 50% or more of the employer.

Partners in a partnership are not automatically covered under the Act and may elect to be covered by requesting coverage from the assigned carrier. Payroll must be included for any partner electing coverage.

Member of an LLC who owns at least 10% of the capital of the LLC is not automatically covered under the Act and may elect to be covered by requesting coverage from the assigned carrier. Payroll must be included for any member of an LLC electing coverage, and members are treated as partners and sole proprietors for premium determination purposes. Members of an LLC who own less than 10% are automatically covered under the Act and cannot be excluded.

Stockholder-employees of a corporation who own at least 10% or more stock in the corporation are not automatically covered under the Act and may elect to be covered by requesting coverage from the assigned carrier. Payroll must be included for any stockholder-employees electing coverage. Stockholder-employees of a corporation who own less than 10% are automatically covered under the Act and cannot be excluded. Note: Corporate officers who own less than 10% of stock may elect to exclude themselves from coverage; see below for details.

A Corporate officer or a member of a professional association may, by agreement or contract, exclude himself or herself from coverage or waive his or her right to coverage or compensation under the Act in accordance with 85A OK ST 8.

Individuals who are parties to a franchise agreement as set out by the FTC franchise disclosure rule are not automatically covered under the Act and may elect to be covered by requesting coverage from the assigned carrier. Payroll must be included for any individual electing coverage.

Owner-operator of truck-tractor or truck for hire is not covered, but may elect coverage as a sole proprietor by requesting coverage from the assigned carrier if

- the owner-operator owns or leases a truck-tractor or truck for hire
- the owner-operator actually operates the truck-tractor or truck, and
- the person contracting with the owner-operator is not the lessor of the truck-tractor or truck.

Drive-away owner-operator of a tow vehicle is not covered, but may elect coverage as a sole proprietor by requesting coverage from the assigned carrier if

- the drive-away owner-operator privately owns and uses a tow vehicle in drive-away operations and operates independently for hire
- the drive-away owner-operator actually utilizes the tow vehicle, and
- the person contracting with the drive-away owner-operator is not the lessor of the tow vehicle.

Volunteers

Volunteers who receive no wages for service other than meals, drug or alcohol rehabilitative therapy, transportation, lodging reimbursement for incidental expenses, are not covered under the Act, except for the following volunteers who are covered under the Act

- Firefighters
- Law enforcement officers, and
- Emergency management workers.

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



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Employee Leasing:

IMPORTANT: Before completing Professional Employer Organization (PEO) Arrangement applications, refer to NCCI's *Residual Market Manual* for Oklahoma rule, Professional employer organization (PEO) arrangements, for more information. Obtain forms from NCCI.

PEO registration/license requirement: The state of Oklahoma requires the PEO to be registered with the state. PEO applicants will be asked to provide proof of PEO registration.

- All of the PEO's leased workers to clients under the state's WCIP must be secured under an MCP basis
- The client's policy covering its leased workers will be issued in the name and FEIN of the client in accordance with this rule and all other rules governing the issuance of a standard policy for assigned risk business
 - Direct workers of a client will not be included on the client's policy for its leased workers
- The PEO's policy covering its direct workers will be issued in the name and FEIN of the PEO in accordance with this rule and all other rules governing the issuance of a standard policy for assigned risk business under the WCIP
 - If the PEO has no direct workers in the state where its clients' coverage is being obtained, the PEO's policy will be issued with premium based on the use of Code 8810—Clerical Office Employees NOC on an "if any" basis

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