



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

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

SOUTH CAROLINA (as of 7/18/2023)				
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	<b>Effective Date:</b> The later of the following options: <ul style="list-style-type: none"> <li>• 12:01 a.m. on the date following receipt by the Plan Administrator of a complete and eligible application</li> <li>• The date of expiration of existing coverage</li> <li>• A date that the applicant requests</li> </ul> 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	Semi-annual	75%	One	
At least \$10,000	Quarterly	50%	Three	
<p>Additional premium installments must be made in equal payments, 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 premium 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><b>Minimum Premium Policies</b>            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><b>Short-Term Policies</b>            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.            For any dispute concerning the change of an employer's payment basis, refer to NCCI's <b>Residual Market Manual</b> for South Carolina rule, Dispute resolution procedure.</p>				
<p><b>Application Submission Options:</b></p> <ul style="list-style-type: none"> <li>• Online—Applications may be submitted via NCCI's website at <a href="http://ncci.com">ncci.com</a>. To enroll for access to this free service, contact NCCI's Customer Service Center at 800-NCCI-123 (800-622-4123) or at <a href="mailto:customer_service@ncci.com">customer_service@ncci.com</a>.</li> <li>• Telephone—Applications may be submitted by contacting NCCI's Customer Service Center at 800-NCCI-123 (800-622-4123).</li> <li>• Mail—Applications may be submitted via the US Postal Service or private overnight delivery service to the address provided below.</li> </ul> <p><b>Note:</b> Under South Carolina law, an out-of-state agent/producer is required to have a South Carolina resident or nonresident license to submit an application to NCCI for primary coverage. Additionally, a person submitting an application on behalf of an agency must have a South Carolina resident or nonresident producer license, and every stockholder, officer, director, member, employee, or associate of an agency performing any act of a producer must have a South Carolina resident or nonresident license. The agency must have a South Carolina resident or nonresident license as well.</p>				
<p><b>Voluntary Coverage Assistance Program (VCAP® Service):</b>            NCCI's <b>VCAP® Service</b> 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 (<b>RMAPS® Online Application Service</b>). 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 <b>VCAP® Service</b> to determine if they match the preselected criteria specified by a participating voluntary coverage provider.            Refer to NCCI's <b>Residual Market Manual</b> for South Carolina rule, Voluntary Coverage Assistance Program (<b>VCAP® Service</b>) 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 LSRP standard premium that equals or exceeds \$250,000. 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 South Carolina rule, Loss Sensitive Rating Plan (LSRP) for more information.

## Guide to Premium Calculation:

- Experience rating modification, if applicable
- South Carolina Deductible insurance, if applicable
- Assigned Risk Adjustment Program (ARAP) factor, if applicable, applies to total modified premium with a maximum surcharge of 1.49
- South Carolina Drug- and Alcohol-Free Workplace Premium Credit Program, if applicable

## Election/Rejection Under State Law:

**Sole proprietors and partners who are actively engaged in the operation of the business** are not automatically covered under the Act but may elect to be covered by giving notice to the carrier. Attach to the application a copy of the notification to the carrier. Payroll must be included for any sole proprietor or partners electing coverage.

**Members of limited liability companies who are actively engaged in the operation of the business** are not automatically covered under the Act, but may elect to be covered by giving notice to the carrier. Attach to the application a copy of the notification to the carrier. Payroll must be included for any members of limited liability companies electing coverage. Members of limited liability companies are treated as sole proprietors/partners for premium determination purposes in South Carolina.

**Corporate officers** are automatically covered under the Act, but may reject coverage by filing with the carrier and the employer the applicable form available from the South Carolina Workers Compensation Commission. Attach to the application a copy of the form. A carrier may use its own version of the state form. Payroll must be excluded for any corporate officers rejecting 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

The following volunteers are automatically covered under the Act:

- state deputies
- constables
- security guards, and
- detectives.

The following volunteers are automatically covered by the county governing body unless the governing body of the county opts out of the coverage:

- fireman, and
- rescue squad members.

Volunteer county deputy sheriffs are not automatically covered under the Act, but the governing body of the county or municipality may elect coverage.

Refer to the South Carolina Workers Compensation Commission at [www.wcc.sc.gov](http://www.wcc.sc.gov) for the most current rules, regulations, and forms.

**NOTE:** This information applies only to South Carolina law. Additional states may not be added.

## Employee Leasing:

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

**PEO registration/license requirement:** The state of South Carolina requires the PEO to be licensed with the state. PEO applicants will be asked to provide proof of a PEO license.

- 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