

IMPORTANT INFORMATION
NYS Workers' Compensation/Disability Insurance

ALL INSURANCE DOCUMENTS MUST SHOW THE CORRECT CERTIFICATE HOLDER AND ADDRESS AS FOLLOWS:

**COUNTY OF ULSTER
PO BOX 1800
KINGSTON, NY 12402**

**YOUR INSURANCE DOCUMENTS MUST BE SUBMITTED WITH YOUR APPLICATION AND PAYMENT TO: ULSTER COUNTY DEPT. OF HEALTH
ENVIRONMENTAL HEALTH SERVICES
239 GOLDEN HILL LANE
KINGSTON, NY 12401-6441**

The NYS Workers' Compensation Law requires every application for a permit to operate to include one or more of the following forms concerning workers' compensation and disability coverage. **Please provide this office with the appropriate information as described below.** If you have any questions about your Workers' Compensation/Disability insurance coverage requirements, please contact the NYS Workers' Compensation Board by email at www.wcb.ny.gov or by calling (877)632-4996.

When Workers' Compensation /Disability Insurance is Required:

A. For Workers' Compensation you must submit **one** of the following forms with the permit application:

- Form C-105.2 – Certificate of Workers' Compensation Insurance (issued by the applicant's insurance carrier); **OR**
 - Form U-26.3 – Certificate of Workers' Compensation Self-Insurance (issued by the State Insurance Fund); **OR**
 - Form SI-12 – Certificate of Workers' Compensation Self-Insurance; **OR**
 - Form GWI-105.2 – Certificate of Participation in Workers' Compensation Group Self-Insurance;
- AND**

B. For Disability Benefits, you must submit **one** of the following forms:

- DB-120.1 – Certificate of Disability Benefits (issued by the applicant's insurance carrier); **OR**
- Form DB-155 – Certificate of Disability Benefits Self-Insurance.

When Workers' Compensation /Disability Insurance is *Not* Required:

You must submit Form **CE-200** – Certificate of Attestation of Exemption. This form can be obtained in the following ways:

(a) (Quick Option) – Access the online application at www.wcb.ny.gov. Click the "WC/DB Exemption" button and then click "Request for WC/DB Exemption (Form CE-200)". Complete the on-line application, then print, sign and submit the certificate with your application. Internet access may be obtained at your local library if you do not have Internet access at your business or home.

(b) Allow 6-8 Weeks) – Contact the customer service center at (866) 750-5157 for a paper copy of the application. Mail this to the WCB. When you receive your Exemption Certificate from WCB, submit a copy with your application.