

**IMPORTANT INFORMATION REGARDING
NYS Workers' Compensation/Disability Insurance & CE-200 Exemption Form**

YOUR INSURANCE DOCUMENTS (WORKER'S COMP, DISABILITY AND/OR CE-200 EXEMPTION) 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**

COMPLETED INSURANCE FORMS CAN ALSO BE FAXED TO: (845) 340-3045

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 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 **businessexpress.ny.gov**. Follow the instructions on the next page to obtain your Exemption Certificate. For questions, call Workers' Compensation Board **(877) 632-4996**

(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.



Certificate of Exemption

Instructions for obtaining and filing a Certificate of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

Follow these steps:

1. Go to **businessexpress.ny.gov**.
2. Select **Log-in/Register** in the top right hand corner.
3. If you **do not have** an NY.gov account, go to step 4 to set up your account.
If you **have** an NY.gov log-in and password, go to step 16.
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
 - First and Last Name
 - Email
 - Confirm Email
 - Preferred Username (check if username is available)
7. Select **I'm not a robot**.
 - You may have to complete a Captcha Verification before proceeding.
8. Select **Create Account**.
 - If you already have an NY.gov account, the screen will display your existing accounts, either Individual or Business.
 - Do one of the following:
 - ◆ If the account(s) shown is an NY.gov Individual account, select **Continue**.
 - ◆ If the account(s) shown is an NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
 - Select **Continue**.
10. An activation email will be sent.
 - If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and select **Click Here**.
 - Specify three security questions.
12. Select **Continue**.
13. Create a password (must contain at least eight characters).
14. Select **Set Password**.
 - You have successfully activated your NY.gov ID.
15. Select **Go to MyNy**.
 - At the top of the screen select **Services**.
 - Select **Business**.
 - Select **New York Business Express**.
 - Select **Login/Register**.
16. On the New York Business Express Home Page:
 - Scroll down to Top Requests and select **Certificate of Attestation, or**
 - Search Index A-Z for **CE-200**.
17. Select **How to Apply**:
 - Select **Apply as a Business, or**
 - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
18. Complete application screens.
19. Review Application Summary.
20. Attest and submit.

You will receive an email when your application has been Issued/Approved.

To view your certificate:

- Click **Access Recent Activity** from your email, **or**
- Access **businessexpress.ny.gov**, and then access your **Dashboard** (under your Log-In name on right).

Print and **sign** the **Exemption Certificate**.

Submit your **CE-200** for your license, permit or contract to the issuing Agency.