

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

ALL INSURANCE DOCUMENTS (WORKER'S COMP, DISABILITY AND/OR CE-200 EXEMPTION) MUST SHOW THE CORRECT CERTIFICATE HOLDER AND ADDRESS AS FOLLOWS:

**TOWN OF NEW LEBANON
PO BOX 328
NEW LEBANON, NY 12125**

YOUR INSURANCE DOCUMENTS MUST BE SUBMITTED WITH THE BUILDING PERMIT APPLICATION AND PAYMENT BEFORE THE APPLICATION CAN BE REVIEWED AND PROCESSED FOR THE ISSUANCE OF A PERMIT.

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-I05.2 - 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-I05.2 - 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 "WCIDB Exemption" button and then click "Request for WCIDB 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.



Workers' Comp and Disability Insurance Requirements for Obtaining a Temporary Food Establishment Permit

Before a NYS Temporary Food Establishment permit can be issued, you must prove compliance with NYS Workers' Compensation AND Disability Insurance requirements.

If you maintain Worker's Compensation and Disability Insurance coverage, the following forms must be submitted with each permit application. (If you do not maintain this coverage, you need to provide the **CE-200 Attestation of Exemption Certificate** on reverse side).

1. Workers' Compensation Submit one from this list:	2. Disability Insurance Submit one from this list:
<ul style="list-style-type: none">• Form C-105.2 (issued by your insurance carrier)• Form U-26.3 (issued by the State Insurance Fund)• Form SI-12• Form GSI-105.2	<ul style="list-style-type: none">• Form DB-120.1 (issued by your insurance carrier)• Form DB-155

Where do I get these forms?

Contact your insurance carrier for these forms.

Do I have to submit new forms each time I apply?

Yes, please submit NEW forms with each permit application. We are unable to substitute insurance forms submitted with recent permit applications.

The legal entity named on the insurance forms must match the Legal Operator listed on the permit application.

If you do not maintain this coverage, please see the instructions on the reverse side to obtain a **CE-200 Attestation of Exemption**.

If you are exempt from Workers' Compensation and/or Disability coverage, a CE-200 Attestation of Exemption Certificate must be submitted.

You can apply for this certificate online at www.wcb.ny.gov/content/main/Employers/Employers.jsp

Instructions:

1. Select "WC/DB Exemptions" at the bottom of the page, and then select "Request for WC/DB Exemption (Form CE-200)". To save time in the future, remember your PIN number!
2. Complete, print and sign the Exemption Certificate. Submit your original CE-200 (not a copy)* with your Temporary Food Service Establishment permit application.

You can also request an Exemption Certificate by calling the NYS Workers' Compensation Board at 866-298-7830. Please note, it can take up to 8 weeks to process this request.

*A CE-200 is required for each Temporary Food Service Establishment permit application. Copies cannot be accepted.

More about temporary food service at events:

www.health.ny.gov/TempFood

Questions about health department permit requirements:

Contact your health department
www.health.ny.gov/EnvironmentalContacts

Questions about Workers' Compensation and Disability forms:

Workers' Compensation Board Office
518-462-8880 or 877-632-4996