

NonSubscriber – Compliance Package

Attached is a copy of Texas Department of Insurance change notice dated September 24, 2012.

We have enclosed the forms that are so vital in maintaining your status as a Non-Subscriber in the state of Texas. They include:

1. The DWC Form-005 (Rev. 01/13) that you must complete annually between February 1st and April 30th. Complete and send in to the state by Certified Mail, return receipt requested. You can now file your DWC Form 5 on-line: <https://txcomp.tdi.state.tx.us/TXCOMPWeb/nonsubscriber/SelectDWCForm.jsp?clearBackCache=Y>. Texas Department of Insurance is now requiring effective dates be listed in Section I; Question 1. Effective date must be May 1st of current year and expiration date April 30th of next year.
2. The DWC Form-7 that you need to complete to report any claims. Send in monthly, only if there were injuries that resulted in lost time in excess of the date of the injury.
3. The “Notice to Employees” that you must have all current employees sign. All employees must sign this form when they are hired and then placed in their personnel file.
4. The posters that are required to be posted “in an area frequented by the employees”. The “Notice to Employees concerning Workers’ Compensation in Texas” must be posted in both English and Spanish and any other appropriate language.