

OKLAHOMA WORKERS' COMPENSATION COMMISSION
PERMITTING SERVICES DIVISION
1915 N STILES AVE
OKLAHOMA CITY OK 73105
405-522-8680

Changing the Additional Entities Covered Under an Individual Own Risk Permit

Frequently an individual own risk employer (Employer) wants to add or remove a subsidiary or affiliate (Subsidiary) from its own risk permit during the year. Employers should follow the following procedures to add or remove a Subsidiary from its permit:

To add a new Subsidiary to an existing permit:

1. Contact the Insurance Services Division of the Commission ("Division"); an email to permittingservices@wcc.ok.gov is preferred. Explain the request to add an additional Subsidiary(s) to the current permit, providing ALL of the following information:
 - a. Name, address and FEIN for the Subsidiary.
 - b. A list of locations for the Subsidiary if it has multiple locations in the state.
 - c. The number of employees being added to the permit.
 - d. The date the Employer wants to have the Subsidiary's coverage start, even if that date is in the past.
 - e. Evidence that the Subsidiary has been added to the excess insurance policy. We can accept either a binder that shows the policy is endorsed to include the Subsidiary, or a certificate.
2. Mail the Division an original, notarized parental guaranty indicating the Employer will cover the workers' compensation liabilities of the Subsidiary. The Employer may email a scanned copy while the mail is pending, however, coverage of the Subsidiary will not be effective until the original is received by the Division.
3. Once we have the information listed in a-e, in item number 1, generally within a week to 10 days, we will determine if additional information is needed. If no additional information is necessary, we have received the original parental guaranty, and all the requirements have been met, we will issue an amended permit that includes the Subsidiary.

To remove a Subsidiary from an existing permit:

1. Email the Insurance Services Division at permittingservies@wcc.ok.gov, indicating the Subsidiary to be removed from the permit and the reason for removal.
2. Provide a list of any locations belonging to that Subsidiary only.
3. Indicate the date the Subsidiary should no longer be covered under the permit.
4. If the Subsidiary was sold, please provide contact information for the new owner. We will want to verify that the Subsidiary has new coverage.
5. If the Subsidiary was sold, and the new owner has assumed liability for the past workers' compensation liabilities of the sold Subsidiary's employees, please provide a copy of the assumption agreement.
6. If the Employer will continue to have other Subsidiaries listed on the permit, please provide an updated parental guaranty that excludes the Subsidiary being removed from the permit.