

Filing a Renewal Application for Self-Insurance

Required Information and Documents for the Self-Insurance Plus System

Private employers: After answering the renewal application questions in the online system, you must download an affidavit page for the signatures of the appropriate company officers and notary. Then you will be required to upload the signed affidavit before final submission of the renewal application. The information and documents required to complete the renewal application are listed below.

In addition, the online application will not be processed until receipt of the nonrefundable application fee of \$500 for each separate legal entity renewing. You will receive an email confirmation upon our receipt of the renewal payment and all required documents.

Make the check payable to the “Illinois Workers’ Compensation Commission” and mail to:

**Illinois Worker’s Compensation Commission
Office of Self-Insurance
400 S. Ninth Street, Suite 106
Springfield, IL 62701**

Gather the following information and documents before starting the online application. Note if the application information is not entered in one session, you will be able to save and resume the process until final submission.

- 1) Claims administrator information, including the Service Agency agreement, if applicable.
- 2) Certificate of Excess Insurance.
- 3) Wage report for prior calendar year.
- 4) Claim Payment report for prior calendar year.
- 5) Claim Reserve report valued as of the most recent quarter ended.
- 6) Collectible excess insurance report, if applicable.
- 7) Financial Statements
 - (a) If the applicant has an ultimate parent, provide the ultimate parent company’s audited financial statements.
 - (b) If the applicant has no ultimate parent, provide the applicant’s audited financial statements.
 - (c) If certified audited financial statements are not prepared, provide the financial statements prepared by an outside accountant.

Direct questions to: wcc.selfinsurance@llinois.gov