



DIVISION OF WORKERS' COMPENSATION

MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS TRUST QUICK REFERENCE DUE DATES

- A. Documents required to be filed **ANNUALLY** with the Division pursuant to 8 CSR 50-3.010 (6) *et seq*:
- Audited Financial Reports - due 150 days after the end of the trust's fiscal year.
 - Actuarial Study or Report regarding reserves for all known claims and expenses associated therewith, and claims incurred but not reported and expenses associated therewith. The actuarial opinion should include a statement as to the adequacy of the losses, loss adjustment expenses, and rates contained in the study.
 - Annual Reports - due 150 days from the end of the calendar year.
 - Rates used by the trust for each term. The rates must be accompanied by a report of the estimated annual premium and projected expenses - The Division requests that the rates be submitted 15 days prior to implementation.
 - Copy of the tax and assessment reports that are filed with the Department of Commerce and Insurance.
 - Member list with names (including d/b/a names), address location, experience modification of the trust and of each individual member of the trust.
- B. The Division requires you to provide Proof of Insurance on an annual basis or when the renewal or cancellation of the policy occurs on the following:
- Specific Excess;
 - Aggregate Excess;
 - Fidelity Bond or Employee Dishonesty policy for trustees and service companies;
 - Errors and Omissions policy or Professional Liability policy for service companies; and
 - Directors and Officers Liability policy for trustees.
- Pursuant to the Rules Governing Self-Insurance 8CSR 50-3.010 (1) (A) 11. Service company is defined as: "Any person, business, firm, or corporation that provides insurance or other workers' compensation administrative services, which includes, but is not limited to, plan administrators, claims administrators, loss control consultants, brokers, and agents."
- C. Documents required to be filed on a **QUARTERLY** basis with the Division. The documents need to be submitted to the Division within the time periods set forth below:
- Financial Statement or Report - due 30 days following end of quarter.
 - Claim Activity Summary Report - due 30 days following end of quarter.
- D. Documents that should be provided to the Division within the time period set forth below.
- Board Minutes - due 30 days following all Board Meetings and Annual Trust Meeting.
 - Advertising and informational brochures - within 30 days after distribution and use.
 - Changes in ownership, officers, trustees, operations, service company, address, security, or any other change that affects the trust's self-insurance status. If a member of the trust changes address or ownership it should be reported to the Division within 30 days of the change.

All reports should be directed to: Division of Workers' Compensation
P.O. Box 58
Jefferson City, MO 65102-0058

Phone: 573-526-6021
Fax: 573-526-4865