

STATE REQUIRED DWC FORMS & NOTICES FOR TEXAS NONSUBSCRIBERS

The state-required DWC notices for both nonsubscribing and subscribing businesses have been revised to reflect the change in administration from the Texas Workers Compensation Commission (TWCC) to the new Division of Workers Compensation (DWC) at the Texas Department of Insurance.

The revised forms and notices for Texas nonsubscribers include:

- DWC Form 5 (formerly the TWCC 5) used to notify the DWC of a business nonsubscriber status both when the business becomes a nonsubscriber initially and annually thereafter.
- DWC Form 205 (formerly the TWCC 205), an addendum to the DWC 5 for nonsubscribing businesses with more than one location.
- DWC Notice 5 and DWC Notice 5s (formerly the TWCC Notice 5 and TWCC Notice 5s) which must be posted in certain areas of workplace to notify employees of the company's nonsubscriber status.
- DWC Form 7 and DWC Form 7s (formerly the TWCC 7 and TWCC 7 Supplement) used to report lost time injuries, occupational diseases and fatalities.

The official deadline for utilizing of the revised DWC forms is May 1, 2006 but nonsubscribers may begin utilizing the forms immediately. The new forms are available on our website.

Click here: http://www.compsolutionsnetwork.com/twcc_forms.htm

State requirements stipulate the Texas Nonsubscribers must:

- Report all workplace injuries when an employee is absent for a day or more of work
- Report any injury if more than one injury meets the reporting requirements during the reporting period
- Report all occupational diseases regardless of lost time
- Report all workplace fatalities
- File a report when the company opts out of workers' compensation, initially
- Notify the workers' compensation carrier of the employer's intent to operate as a nonsubscriber
- Provide employees the appropriate written notification when the company is about to become a nonsubscriber
- Report the company's nonsubscriber status annually via the DWC Form 5. This is required both when the company becomes a nonsubscriber and each year on the anniversary of the original "opt out"
- Identify and report all locations that operate as a nonsubscriber via the DWC Form 5s. This is required both when the company becomes a nonsubscriber and each year on the anniversary of the original "opt out"
- Provide written notice to each employee of the company's nonsubscriber status
- Post a notice of non-coverage in several locations throughout the workplace
- Post a safety hotline notice in the workplace