

**INSTRUCTIONS FOR COMPLETING
NON-CONSTRUCTION INDUSTRY CORPORATE OFFICER
APPLICATION FOR EXEMPTION
(Notice of Election to be Exempt – DWC 250)**

Who is Eligible for Exemption

Non-construction industry sole proprietors and partners are AUTOMATICALLY EXEMPT by Florida Law, from the provisions of Chapter 440, Florida Statutes (Florida's Workers' Compensation Law). Officers of non-construction industry corporations are ELIGIBLE for exemption from the provisions of Chapter 440, Florida Statutes but must affirmatively apply for such an exemption by filing with the Division of Workers' Compensation a Notice of Election to be Exempt (DWC 250). If you apply for and receive an exemption, it means that you choose to NOT be eligible for workers' compensation benefits if you are hurt on the job. There is no limit on the number of corporate officers from a single non-construction industry business that can be exempt at any one time.

In the first section of the application, you must indicate that you are an officer of a non-construction corporation by marking an "X" in the box next to "Non-Construction Industry Corporate Officer." You must also write your corporate title on the line labeled "Your Corporate Title."

An exemption applies only to the applicant and not to any employees of the applicant, and is only valid for the corporation listed on the application. If, in addition to being a corporate officer of the non-construction industry business to which this application applies, you are also a sole proprietor or partner of another construction industry business, or you are a corporate officer of another construction or non-construction industry corporation, you must submit a separate application for each business from which you wish to claim an exemption to workers' compensation benefits.

If you are unsure of your business classification, contact your workers' compensation insurance carrier (if you have one) or the National Council on Compensation Insurance at 800 622-4123 and ask for a classification code. This will determine if your business is construction or non-construction.

Application Fees - There is no fee for a non-construction industry exemption application.

Effective Date

Applications for an exemption by a corporate officer in a non-construction industry (Notice of Election to be Exempt, DWC 250) will be processed within thirty days after the date the application is mailed to the Division as evidenced by the postmark on the envelope in which the application is mailed. In the event that a postmark is not present or not legible, or an application is delivered to the Division by other than U.S. Mail, the application will be processed within thirty days from the date it is received by the Division. Once an application is processed, if an exemption is issued, it will be effective as of the date following the day the application is mailed or received. Every exemption will be marked with an effective date, and will remain in effect until a revocation is filed or the exemption is involuntarily revoked by the Division of Workers' Compensation.

You may voluntarily revoke your exemption at any time by filing with the Division, DWC 250-R, Revocation of Election to be Exempt. The Division shall revoke your exemption, if it is determined at any time that you are ineligible for the exemption.

Federal Employer Identification Number (FEIN)

A federal employer identification number is required of all applicants (provide the corporate FEIN). To acquire a federal employer identification number, contact the **Internal Revenue Service at (866) 816-2065**.

Workers' Compensation Information Online - <http://www.fldfs.com/WC/>

All Applicants: Must submit a copy of the relevant occupational license issued to their business by either the Florida county in which the business is located (usually the business mailing address); or, the county in which the business conducts its principal operations. *(If neither of those counties issues an occupational license for the applicant's type of business, then the applicant does not have to submit a copy the county license. However, if a license is required by the city in which the applicant's business is either located in or operating in, then the applicant must attach a copy of that city's occupational license. If the business is domiciled in a state other than Florida, a copy of the occupational license issued by the Florida county (or city, if not required by county) in which the business is operating must be attached.)*

In addition to the above:

The corporation must be active as listed on the records of this state's Secretary of State, Division of Corporations, and any corporate officer claiming an exemption under this section must be listed as a corporate officer. If the person is not so listed on the records of the Secretary of State, the individual must provide, a notarized affidavit stating that the individual is a bona fide officer of the corporation and stating the date his or her appointment or election as a corporate officer became or will become effective. Both the officer and the president or chief operating officer of the corporation must sign the statement.

The DWC 250 application must be signed by the applicant and notarized by a licensed notary public prior to submission. *Be advised that workers' compensation compliance field office personnel do not notarize applications for exemption.*

Mail or take your application to the workers' compensation compliance field office nearest your business location as listed below. Submission of a legible complete application with all required documentation is imperative. Incomplete applications will be returned as unprocessed with a form letter advising you what additional information is required.

WORKERS' COMPENSATION COMPLIANCE FIELD OFFICES

9000 Regency Square Blvd.
Suite #212
Jacksonville, FL 32211-8100
Telephone (904) 798-5806

1718 Main St.
Suite #201
Sarasota, FL 34236
Telephone (941) 361-6022

12381 S. Cleveland Ave.
Suite #506
Ft. Myers, FL 33907
Telephone (239) 278-7239

1111 NE 25th Ave.
Suite #403
Ocala, FL 34470
Telephone (352) 401-5350

2012 Capital Circle SE
Suite #102 Hartman Bldg.
Tallahassee, FL 32399-2161
Telephone (850) 414-1237 or (850) 488-2717

9215 N. Florida Ave.
Suite #107
Tampa, FL 33612
Telephone (813) 930-7558

2686 Chapman Dr.
Panama City, FL 32405
Telephone (850) 747-5425

3670-A North L St.
1st Floor
Pensacola, FL 32505-5217
Telephone (850) 595-5505

3111 South Dixie Hwy.
Suite #123
West Palm Beach, FL 33405
Telephone (561) 837-5412

400 West Robinson St.
Room #211 North Tower
Orlando, FL 32801
Telephone (407) 245-0896

499 NW 70th Ave.
Suite #116
Plantation, FL 33317
Telephone (954) 585-2660 or (954) 585-2668

401 NW 2nd Ave.
Suite #321 South Tower
Miami, FL 33128
Telephone (305) 377-5385

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