

**INSTRUCTIONS FOR COMPLETING
NON-CONSTRUCTION INDUSTRY CORPORATE OFFICER
APPLICATION FOR EXEMPTION
(Notice of Election to be Exempt - LES Form BCM-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 (LES Form BCM-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.

You must choose only one option and check only one box on your application to indicate which business class that applies to you. The only business class on the application applicable to a non-construction industry applicant is "Non-Construction Industry Corporate Officer." If your business owner class changes after your exemption has been issued, your exemption will become invalid and you will have to apply for a new one. An exemption applies ONLY to the applicant and not to any employees of the applicant. It applies ONLY to applicant FOR THE BUSINESS ENTITY 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.

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

Effective Date

Applications for an exemption by a business owner in a non-construction industry (Notice of Election to be Exempt, LES Form BCM 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, unless voluntarily revoked by the exemption holder or involuntarily revoked by the Department of Labor, Division of Workers' Compensation. Your exemption shall be revoked by the Division if it is determined by the Division at any time that you are no longer eligible for the exemption or that information contained in your application or any attachment to it was or is invalid. You may voluntarily revoke your own exemption at any time by filing with the Division LES Form BCM-250-R, Revocation of Election to be Exempt.

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**.

***** INSTRUCTIONS ARE CONTINUED ON REVERSE *****

ATTACHMENTS - The following must be attached to this application:

ALL APPLICANTS for a non-construction industry exemption must attach a copy of the relevant occupational license issued to their corporation by the Florida county in which the corporation's principal place of business is located (usually the business mailing address); or, the county in which the corporation conducts its principal business operations. If none of those counties require an occupational license, then the applicant must attach a copy of the relevant occupational license issued to the corporation by the municipality in which the corporation's principal place of business is located, or by the municipality in which the corporation conducts its principal business operations. **OUT OF STATE EMPLOYERS** - If your business is domiciled in a state other than Florida you must provide a copy of an occupational license issued by the Florida county or municipality in which you conduct your principal business operations.

CORPORATE OFFICERS - Corporate Officers not yet listed as such on the records of the Secretary of State, Division of Corporations, must attach a notarized affidavit stating that the applicant is a bona fide officer of the corporation and stating the date such appointment or election became or shall become effective.

MAIL OR TAKE (DO NOT FAX) YOUR APPLICATION TO THE WORKERS' COMPENSATION COMPLIANCE FIELD OFFICE NEAREST YOUR BUSINESS LOCATION - SEE BELOW.

WORKERS' COMPENSATION COMPLIANCE FIELD OFFICES

11700 SAN JOSE BLVD.
SUITE # 3
JACKSONVILLE, FL 32223
TELEPHONE # (904) 448-7990

4603 NW 6TH ST
GAINESVILLE, FL 32609
TELEPHONE # (352) 955-2018

2810 SHARER RD.
SUITE # 27
TALLAHASSEE, FL 32312
TELEPHONE # (850) 414-1237 or # (850) 488-2717

1002 W 23RD ST
SUITE # 230
PANAMA CITY, FL 32405
TELEPHONE # (850) 747-5425

3670-A NORTH L STREET
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

1415 EAST SUNRISE BLVD.
SUITE # 300A
FT. LAUDERDALE, FL 33304
TELEPHONE # (954) 467-4610

12381 S. CLEVELAND AVE.
SUITE # 506
FT. MYERS, FL 33907
TELEPHONE # (941) 278-7239

9215 N. FLORIDA AVE.
SUITE # 107
TAMPA, FL 33612
TELEPHONE #(813) 930-7558

1718 MAIN ST.
SUITE # 201
SARASOTA, FL 34236
TELEPHONE # (941) 361-6025 or # (941) 361-6021

400 WEST ROBINSON ST
RM. # 601 NORTH TOWER
ORLANDO, FL 32801
TELEPHONE # (407) 245-0896

401 NW 2nd AVE.
SUITE # 321-S
MIAMI, FL 33128
TELEPHONE # (305) 377-5385

INTERNET ACCESS TO THE DIVISION OF WORKERS' COMPENSATION
<http://www.fdles.state.fl.us/wc/>