

**INSTRUCTIONS FOR COMPLETING
CONSTRUCTION INDUSTRY APPLICATION FOR EXEMPTION
(Notice of Election to be Exempt - LES Form BCM-250-T)**

Who is Eligible for Exemption

The following classes of construction industry business owners are eligible for exemption from the provisions of Chapter 440, Florida Statutes (Florida's Workers' Compensation Law). 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. Note the limit on the number of partners and corporate officers from a single construction industry business that can be exempt at any one time:

Sole Proprietors - Limit of 1
Partners - Limit of 3
Corporate Officers - Limit of 3

You must choose only one option and check only one box on your application to indicate which of the above three classes apply to you. 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. Non-construction industry sole proprietors and partners are AUTOMATICALLY EXEMPT by 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-250T). 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. You must submit a separate application for each business from which you wish to claim an exemption to workers' compensation benefits

Application Fees

Every application must be accompanied by the appropriate fee. Failure to tender the appropriate fee with your application will mean that your application WILL NOT BE PROCESSED. Payment must be made by CASHIER'S CHECK OR MONEY ORDER made payable to the W.C. ADMINISTRATION TRUST FUND. The fees are:

\$50.00 NON-REFUNDABLE PROCESSING FEE FOR EACH INITIAL OR RENEWAL APPLICATION

Effective Date and Expiration Date

Applications for an exemption by a business owner in a construction industry (Notice of Election to be Exempt, LES Form BCM - 250-T) 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 expire two years from that effective date, unless voluntarily revoked by the exemption holder or involuntarily revoked by the Department of Labor, Division of Workers' Compensation.

Your exemption will be valid for two years from the date it is issued. It will automatically expire at the end of that two year period, and you will have to reapply for another exemption. However, your exemption may be revoked by the Division at any time if it is determined that your application or any attachment to it was insufficient, incorrect, or fraudulent. You may voluntarily revoke your own exemption at any time by filing with the Division LES Form BCM-250-R, Revocation of Exemption.

Federal Employer Identification Number (FEIN)

A Federal employer identification number is required of all partners (provide your partnership's FEIN) and corporate officers (provide your corporation's FEIN), and sole proprietors with employees (provide the proprietorship's FEIN). To acquire a federal employer identification number, contact the Internal Revenue Service.

CONSTRUCTION INDUSTRY
INSTRUCTIONS FOR
LES FORM BCM-250-T
Revised 12/17/1998

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

Attachments - The following documentation must be submitted with every application:

- **ALL APPLICANTS** for a construction industry exemption must attach a copy of the relevant occupational license issued to the applicant by the Florida county in which the applicant's principal place of business is located (usually the business mailing address). If the county does not require an occupational license, then the applicant must attach a copy of the relevant occupational license issued to the applicant by the municipality in which the applicant's principal place of business is located. AND...

For **CORPORATE OFFICERS NOT YET LISTED AS SUCH** on the records of the Secretary of State, Division of Corporations, the applicant 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 YOUR APPLICATION TO THE WORKERS' COMPENSATION COMPLIANCE FIELD OFFICE NEAREST YOUR BUSINESS LOCATION: FAXED COPIES WILL NOT BE PROCESSED. FAILURE TO COMPLETELY AND LEGIBLY SUBMIT ALL INFORMATION, ATTACHMENTS AND FEES REQUIRED WITH AN APPLICATION FOR AN EXEMPTION OR TO INCLUDE A NOTARIZED SIGNATURE OF THE APPLICANT WILL RESULT IN THE APPLICATION NOT BEING PROCESSED. FEES WILL NOT BE RETURNED FOR UNPROCESSED APPLICATIONS.

WORKERS' COMPENSATION COMPLIANCE FIELD OFFICES

11700 SAN JOSE BLVD.
SUITE #3
JACKSONVILLE, FL 32223
TELEPHONE (904) 448-7991

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

4700 BAYOU BLVD
BLDG. 1-B
PENSACOLA, FL 32503
TELEPHONE (850) 494-7102

3111 SOUTH DIXIE HWY.
SUITE #123
WEST PALM BEACH, FL 33405
TELEPHONE (561) 837-5375

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

12381 S. CLEVELAND AVE.
SUITE 506, BARNETT BANK BLDG.
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 Ext. 131

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