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## Tennessee Workers' Compensation Insurance Plan (TWCIP) HOW-TO

1. Agent to complete ACORD 130 and 133TN application. Application must be sign by the producer and applicant. The applicant's signature must be that of the owner, partner, executive officer, or their power of attorney.
2. Complete the officer inclusion / exclusion section at the top of page 2 on the ACORD 130 application and show the 100% ownership. If applicable, mail the original incl. / excl. form to the TN Dept. of Labor address on the top of the I-6 or I-4 form; send a copy with the application. TWCIP web site can be found at [www.twcip.com](http://www.twcip.com) / Dept. of Labor forms can be found at <http://www.tn.gov/labor-wfd>
3. 2 declinations from the voluntary market are required. Complete question #2 under Insurance Companies who have offered/refused Insurance on the ACORD 133TN.
4. Generating Financing Quote using LG Premium Finance On-Line Quote System.
  - 4.1. 'Gross Premium Amount' is calculated as Total Policy Amount.
  - 4.2. Choose "Tennessee Workers Compensation Insurance Plan" as the Insurance Company.
  - 4.3. Choose 'Tennessee Workers Comp' as the 'Coverage Type'
  - 4.4. Adjust 'Min Earned %' to 30. (we require 30% down payment)
  - 4.5. Save Policy'.
5. Agent request for activation
  - 5.1. Agent to collect a down payment funds from the insured. (we require 30% down payment)
  - 5.2. Agent to fax the following documents to LG Premium Finance (toll free fax 800.209.0120)
    - 5.2.1. Signed Financing Agreement
    - 5.2.2. Signed ACORD 130 and 133TN application.
6. LG Premium Finance will email a check in a PDF format via email for the financed amount.
7. Agent to print the check on a blank computer check provided by LG Premium Finance.
8. Agent to mail\*\*I the following to TWCIP
  - 8.1. All TWCIP documents (ACORD 130 and 133TN application).
  - 8.2. Checks covering the full amount expect by TWIA for the Policy (Agency/Insured Down Payment + LGPF Financed amount check)
  - 8.3. Signed Finance Agreement.
9. Agent to fax LG Premium Finance (toll free fax 800.209.0120) the binder within 10 days.

For Regular Mail:  
TWCIP  
P. O. Box 681089  
Franklin, TN 37068

For Overnight Delivery or Certified Mail:  
TWCIP  
501 Corporate Centre Drive, Suite 300  
Franklin, TN 37067