

(Series 1977)
Divisional Order #744
December 15, 1977

STATE OF NEW YORK
LIQUOR AUTHORITY

TO: ALL ZONE OFFICES AND LOCAL BOARDS

SUBJECT: Licensing Procedures
Workmen's Compensation and Disability Benefits Insurance

Under the Workmen's Compensation Law, all licensees which have one or more employees, and all corporate licensees, must secure Workmen's Compensation and Disability Benefits insurance policies. The only licensees to which this requirement does not apply are non-corporations (sole proprietorships or partnerships) with no employees.

The Authority now requires all licensees to submit a Form WC-1 (copy attached) before a license can be granted. However, recent experience suggests that Form WC-1 should be distributed with the application, rather than waiting until the application has been approved.

Accordingly, notwithstanding any prior written or oral instructions to the contrary, three copies of Form WC-1 should be included with each application given to all prospective applicants for licenses, whether new or by way of transfer. Since many applicants will not normally obtain the required insurance until their applications have been approved, the applicant should be advised that the completed Form WC-1 need not be submitted until the application has been approved and that the application will be processed normally even though Form WC-1 has not been submitted. If the applicant wishes, he can submit this form upon filing the application. However, until two copies of the Form WC-1 have been submitted, no license can be issued.

Where the application has been approved but the Form WC-1 has not yet been submitted, the revised Form LB-32 Letter of Approval should include the requirement that the licensee submit two completed copies of Form WC-1. Where the licensee has not previously been given copies of the form, three copies of Form WC-1 should be enclosed with the Form LB-32 Letter.

One completed copy of Form WC-1 should be attached to the original copy, and one to the local board copy of the approved application (in the case of wholesale applications, to the original and duplicate copy of the application form).

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Renewal applications for the 1978-1979 renewal years will have included in them the essential information required to be set forth in Form WC-1.

Effective immediately, no new license, and no 1978-79 renewal, may be issued unless (1) the licensee is not a corporation and has no employees, or (2) the licensee has submitted the required information indicating that it is covered by Workmen's Compensation and Disability Benefits insurance policies.

STATE LIQUOR AUTHORITY

Hugh Marius

Hugh Marius
Chairman (Acog.)

Form WC-1 (9-77)

IMPORTANT NOTICE TO NEW LICENSEES

Under the Workmen's Compensation Law, your license can not be issued if you are an employer of one or more employees, or a corporation, unless you have secured Workmen's Compensation and Disability Benefits insurance policies.

Please answer Yes or No.

1. Are you an employer with one or more employees or a corporation?

2. If yes, state the following:

WC Policy No. _____ Company _____ Eff. Date _____, and

DB Policy No. _____ Company _____ Eff. Date _____

Serial No. _____ Name _____

Premises address _____

Signature _____ Date: _____

(This form must be completely filled out and submitted to License Processing Unit at the appropriate zone office prior to issuance of new license.)