



## Oklahoma Workers' Compensation Commission

Denver N. Davison Courts Building  
1915, North Stiles Avenue  
Oklahoma City, OK 73105-4918  
(405) 522-3222 | wcc.ok.gov

The undersigned, an employer subject to the provisions of the Administrative Workers' Compensation Act, hereby applies for permission to carry its own risk without insurance. To enable the Workers' Compensation Commission to determine whether or not the applicant possesses sufficient financial ability to render certain the payment of any award made by the Commission, said applicant hereby states the following:

## IOR INTAKE

Permit Number : IOR2021-000080 - Expiration Date : 11/01/2022

\*Required Field

## Employer Section

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## Legal Business Name

CITY OF NORMAN

## Federal Identification Number (FEIN)

73-6005350

If employer does, or has done business under another name in Oklahoma, including any trade name, list those names

Business Name

FEIN

Add

## Nature of Business

Learn More

Government

## Industry Classification

Learn More

Other

## Physical Address

Learn More

201-C WEST GRANT STREET

Suite/apt/room

NORMAN

OK

73069

Mailing Address same as Physical Address

Oklahoma Principal Office Address same as Physical Address

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## Contact Information

## Primary Contact Name

KATHRYN

WALKER

## Primary Contact Email

[kathryn.walker@normanok.gov](mailto:kathryn.walker@normanok.gov)[kathryn.walker@normanok.gov](mailto:kathryn.walker@normanok.gov)

## Secondary Contact Name

CLINT

MERCER

## Secondary Contact Email

[clint.mercer@normanok.gov](mailto:clint.mercer@normanok.gov)[clint.mercer@normanok.gov](mailto:clint.mercer@normanok.gov)

## Middle Name

CITY ATTORNEY

## Primary Contact Phone Number

(405) 366-5376

## Middle Name

CHIEF ACCOUNTANT

## Secondary Contact Phone Number

(405) 217-7720

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## Medicare Reporting Contact

[Learn More](#)

PAMELA CHAIN

## Who administers Workers Compensation Claims?

[Learn More](#)

In-house Benefits Administrator

## In-house Benefits Administrator License Number

N/A

## In-house Benefits Administrator Name

JEANNE

Middle Name

SNIDER

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## General Company Information

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## Years in Business

+100 years



+100 years



## Number of employees currently employed

1000+



1000+



## Estimated payroll in Oklahoma for the next twelve (12) months

\$87,657,991

## Total self insurance Net Reserves Outstanding for all years

\$687,589

Net Reserves Outstanding = Current Reserves Minus Any Expected Excess Carrier Reimbursements

Provide the total payroll for each of the past three years. Estimates may be provided.

Year	Overall Payroll	Oklahoma Payroll
2021	\$83,440,935	\$83,440,935
2020	\$84,797,943	\$84,797,943
2019	\$79,626,862	\$79,626,862

Add Row

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Additional Named Insureds

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Would the applicant employer like to request additional subsidiaries, divisions, affiliates, parent or holding company, trade names, DBA, or any other company to be named on the permit

[Learn More](#)

No

Does the applicant employer have other subsidiaries, divisions, affiliates, parent or holding company, trade names, DBA, or any other company to be excluded from the permit. Advise whether those employers/companies are included under another Own Risk License, or if workers' compensation obligations are insured and by what Insurance Carrier Name.

No

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\*Required Field

Claim Information

Upload Oklahoma loss history for the current and past five (5) years. This information may be obtained from your former carrier(s) if previously secured workers' compensation obligations through traditional insurance. Note: An actuarial report may be requested by the Commission. Please use the template to record the losses. [Download the template here.](#) Data in a non-compliant format may lead to delays.

Provide Link here or select/drag file below

+ Select a file

City of Norman Workers' Compensation Loss History.xlsx

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Total Self Insurance Net Reserves Outstanding for All Years of Self Insurance in Oklahoma (Net Reserves Outstanding = Current Reserves Minus Any Expected Excess Carrier Reimbursements)

\$687,589

Total Self Insured Open Cases for All Years of Self Insurance in Oklahoma

32

Estimated manual premium (may be obtained from your carrier)

\$2,143,500

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Excess Insurance Details

Do you have excess insurance?

No

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Appropriation Details

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Amount appropriated for workers' compensation claims current Fiscal Year

\$2,143,500

Fiscal Year Range

07/01/2022

06/30/2023

Amount appropriated for workers' compensation claims the next Fiscal Year, if available

\$XXXXX

Any other reserved funds allocated for payment of prior years' open claims

\$XXXXX

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\*Required Field

## Designated Service Agent

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The applicant employer must designate a single agent for service of notice by filing this Designation of Service Agent form with the Commission.

Consistent with Workers' Compensation Commission Rule 810:10-1-10 or -11, once a claim for compensation is filed, the Commission will send all notices and correspondence to the designated agent, until an entry of appearance or a notice of substitution of attorney is filed as provided in Commission Rules 810:10-1-10 or -11.

The following information is required and must be amended whenever a change of service agent is made.

## Designated Service Agent Company Name

KATHRYN WALKER

## Agent Phone Number

(405) 366-5376

## Agent Primary Contact Name

KATHRYN

Middle Name

WALKER

## Agent Primary Email Address

kathryn.walker@normanok.gov

## Agent Primary Contact Phone

(405) 366-5376

## Agent Mailing Address

201-C West Gray Street

Suite/apt/room

Norman

OK

73069

Physical Address same as Mailing Address

Do you want to add a secondary contact?

No

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## IOR INTAKE

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\*Required Field

## Documentation

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The security of public information that may be confidential is of the utmost concern to the Workers' Compensation Commission. Personally identifiable information submitted to the CaseOK system is encrypted, and all data is backed up nightly to a secure offsite server. The Data Center used to host CaseOK is a Tier 3 Data Center, offering a high level of security through multiple redundancies, power and cooling sources.

The Employer's most recent audited financial statements, including balance sheet, income statement, statement of cash flows, and notes (If the company does not have audited financial statements, unaudited financial statements signed by two company executives may be submitted)

Provide Link here or select/drag file below

+ Select a file

ACFR 12-09-2021.pdf X

Provide a signed letter on official letterhead indicating that appropriated funds are placed into a segregated fund, in compliance with Commission Rule 810-25-9-11.

Provide Link here or select/drag file below

+ Select a file

Designated Funds Letter23 PDF.pdf X

If the Employer has employees at multiple Oklahoma locations, a list of all locations, with the full address for each location.

Provide Link here or select/drag file below

+ Select a file

Proof of Excess Insurance (the most current certificate, a current certificate is required for final approval). The Workers' Compensation Commission should be listed as the Certificate Holder or Regulatory Authority.

Provide Link here or select/drag file below

+ Select a file

Loss runs for the past five years. Loss runs should contain a summary for each year, containing total \$ paid (including any expenses) and total reserve \$ outstanding. Data that identifies individual employees may be redacted. Actuarial reports are not required but are helpful if available.

Provide Link here or select/drag file below

+ Select a file

City of Norman Workers' Compensation Loss History.xlsx X

A copy of the minutes from the board meeting where the appropriated amount was approved.

Provide Link here or select/drag file below

+ Select a file

Designated Funds Letter23 PDF.pdf X

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\*Required Field

Agreement And Signature

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\* A nonrefundable \$1,000 application fee, payable to the Oklahoma Workers' Compensation Commission.

In consideration of the approval of this application, the applicant hereby expressly agrees as follows:

- The applicant's privilege to carry its own risk without insurance may be revoked at any time for good cause by the Workers' Compensation Commission.
- The applicant agrees to notify the Commission of any change in its financial condition or ownership in the interim period between applications, such as a net financial loss, which may impact the applicant's financial ability to pay its workers' compensation obligations.
- The applicant agrees to comply with all applicable statutes and the rules of the Workers' Compensation Commission.

Administrative Workers' Compensation Act, 85A O.S., §6(A)(1)(a): "Any person or entity who makes any material false statement or representation, who willfully and knowingly omits or conceals any material information, or who employs any device, scheme, or artifice, or who aids and abets any person for the purpose of: (i) obtaining any benefit or payment - shall be guilty of a felony."

Any person who commits workers' compensation fraud, upon conviction, shall be guilty of a felony punishable by imprisonment, a fine or both

† Type your name here \* declare under penalty of perjury that I have examined this application and all statements contained herein, and to the best of my knowledge and belief, they are true, correct and complete.

\* Sign in the box below or \* Upload your signature

Clear

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