



WORKERS' COMPENSATION INSURANCE

WORK SAFE, TEXAS®

P.O.Box 12058
 Austin, TX 78711-2058
 (512) 224-3800

Underwriting Department
 (800) 859-5995
 Fax (800) 359-0650

Dear Agent:

Section 406.097 of the Texas Labor Code affects coverage for sole proprietors, partners and corporate officers. It permits the insurance carrier to exercise the option whether or not to exclude executive officers that own less than 25%. Please advise the following information to assist us in our evaluation:

Name & Title	Ownership%	Distribution of Responsibilities	Class Code	Annual Payroll	Covered/ Not Covered
Pres. _____	_____	_____	_____	_____	_____
V. Pres. _____	_____	_____	_____	_____	_____
V. Pres. _____	_____	_____	_____	_____	_____
V. Pres. _____	_____	_____	_____	_____	_____
Sec. _____	_____	_____	_____	_____	_____
Treas. _____	_____	_____	_____	_____	_____

This information needs to be maintained for our file, so that at the time of final audit there will not be incorrect charges. Please document any officer that is not active in Texas and those officers that are true Volunteers.

Thank you for your attention to this matter,

Underwriting Department
 Texas Mutual Insurance Company