

# Non-subscriber Filing Requirements

## DWC Form-005

## DWC Form-007

JANUARY 1<sup>st</sup>

FEBRUARY 1<sup>st</sup>

APRIL 30<sup>th</sup>

DECEMBER 30<sup>th</sup>

### Annual Filing

**February 1<sup>st</sup> to April 30<sup>th</sup>**

for **all** business locations not covered by workers' compensation insurance

Within **10 Days** of employer notice to the insurance carrier terminating workers' compensation insurance

Within **10 Days** of a request from the Division of Workers' Compensation

Within **30 Days** of:  
hiring 1<sup>st</sup> employee,  
**OR**  
acquiring business location not covered by workers' compensation insurance

**7<sup>th</sup> Day** of the month following the month in which:

- work-related death occurred
- work-related injury resulted in 1 or more day's absence
- employer learned of an occupational disease

### Who's Required to File a DWC005?

Employers who do not have workers' compensation insurance (**non-subscriber**)

### Who's Required to File a DWC007?

Non-subscribing employers with 5 or more employees